DOCUMENT RESUME

ED 350 484 CE 062 209

AUTHOR	Mahaffey, Darlena; Patton, Jan
TITLE	Microcomputer Applications. Curriculum Guide [and] Simulations [and] Test Bank.
INSTITUTION	East Texas State Univ., Commerce. Educational Development and Training Center.
SPONS AGENCY	Texas Education Agency, Austin.
PUB DATE	92
NOTE	320p.
AVAILABLE FROM	Educational Development and Training Center, East Texas State University, Commerce, TX 75429 ("Curriculum Guide" order no. BO-301-CG; "Simulations" order no. BO-301-SIM; "Test Bank" order no. BO-301-TBM).
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052) -- Tests/Evaluation Instruments (160)
EDRS PRICE	MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS	Behavioral Objectives; Business Education; Competence; Competency Based Education; *Computer Assisted Testing; *Computer Oriented Programs; Computer Software; Course Content; Educational Resources; Item Banks; Job Skills; *Microcomputers; Postsecondary Education; Secondary Education; *Spreadsheets; State Curriculum Guides; *Word Processing
IDENTIFIERS	Texas

ABSTRACT

This document consists of a curriculum guide combined with separately published "simulations" and "test bank" volumes designed to support instructors using the curriculum guide. The curriculum guide was developed to provide instructional materials to teachers of microcomputer application courses in Texas. The guide contains the following seven sections: (1) essential elements; (2) suggested scope and sequence for a full year course and a half year course; (3) student competencies for the course; (4) an outline of the course content; (5) suggested teacher activities; (6) a list of needed equipment; (7) a competency checklist; and (8) descriptions of special products related to the course, such as test banks, office education simulations, and other related instructional material, both paper copy and computer software. The following topics are covered in the curriculum: introduction to microcomputers, word processing, information management, electronic spreadsheets, information processing tools, integration of applications, and social implications of computers. (KC)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED350484

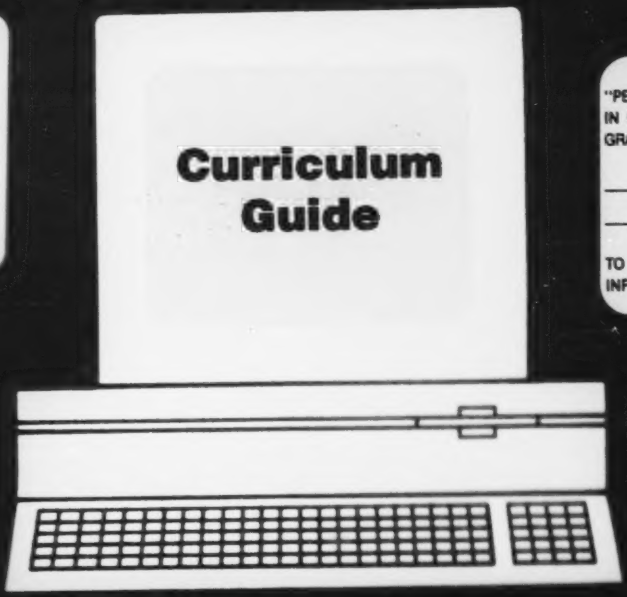
MICRO-COMPUTER APPLICATIONS

U.S. DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

☒ This document has been reproduced as received from the person or organization originating it

☐ Minor changes have been made to improve reproduction quality

- Points of view or opinions stated in this document do not necessarily represent official OERI position or policy



Curriculum Guide

"PERMISSION TO REPRODUCE THIS MATERIAL IN OTHER THAN PAPER COPY HAS BEEN GRANTED BY

M Hendrix

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

CE062209

BO-301-CG

EDTC Educational Development & Training Center
East Texas State University • Commerce, TX 75429

BEST COPY AVAILABLE

Microcomputer Applications

Curriculum Guide

Darlena Mahaffey
Technical Writer

Jan Patton
Office Education
Curriculum Coordinator

Published by
Educational Development and Training Center
East Texas State University
Commerce, Texas

in cooperation with
Texas Education Agency
Vocational Education Programs
Austin, Texas

FIRST EDITION

1992

First printing 1992—1000 copies

© 1992 by the Educational Development and Training Center,
East Texas State University

All rights reserved. No part of this book may be reproduced in any form or by any means without written permission from the publisher.

Brand names, company names, trademarks, or other identifying symbols appearing in the text are used to clarify and identify and do not constitute a recommendation or endorsement.

To ensure education equity, this material has been reviewed to eliminate bias or stereotyping.

Educational Development & Training Center
East Texas State University • Commerce, TX 75429
1-800-356-EDTC

Table of Contents

Essential Elements 1

Suggested Scope and Sequence
  Full Year 3
  Half Year 4

Student Competencies for Course 5

Course Content Outline 9

Teacher Activities 15

Equipment 17

Competency Checklist 18

Special Product Descriptions 21

5

Essential Elements

Microcomputer Applications

75.87

(j) **Microcomputer Applications (1/2 or 1 unit) shall include the following essential elements:**

(1) Fundamental concepts and operational skills related to microcomputer systems. The student shall be provided opportunities to:

(A) understand the background and uses for computer systems;

(B) demonstrate competency in touch keyboarding, including technique, speed, and accuracy;

(C) understand the components of computer systems, including hardware, operating environments, and application software; and

(D) demonstrate competency in microcomputer systems operations.

(2) Concepts and skills necessary for microcomputer-based document production, formatting, and proofreading, at least including use of word processing software and automated spellchecking software. The student shall be provided opportunities to:

(A) identify and use the terminology related to word processing;

(B) demonstrate the operational procedures used in document production and page layout; and

(C) employ appropriate steps in producing documents.

(3) Concepts and skills necessary for use of microcomputer-based storage, retrieval, manipulation, and reporting information, at least including use of database management software. The student shall be provided opportunities to:

(A) identify and use the terminology related to information management;

(B) demonstrate the operational procedures and techniques used in information management software;

(C) use microcomputer software to design databases, enter and manipulate information, and produce reports (including graphic display of summary reports); and

(D) conduct keyword database searches using logic operations such as AND, OR, and NOT.

(4) Concepts and skills necessary for use of microcomputer-based computation, analysis, planning, and reporting with numeric data, at least including use of electronic spreadsheets. The student shall be provided opportunities to:

(A) identify and use the terminology related to electronic manipulation of numeric data;

(B) demonstrate operational procedures and techniques used with microcomputer software for processing numeric data;

(C) use microcomputer software for computation, analysis, planning, and reporting (including graphic display) with numeric data; and

(D) apply electronic spreadsheet software both through use of prepared templates and with student-designed problem solutions.

(5) Concepts and skills related to emerging microcomputer-based information processing tools. The student shall be provided opportunities to:

(A) understand the concept of exchanging information via telecommunication software, at least including electronic mail, remote bulletin board access, and access of on-line information services;

(B) understand and use features of integrated software packages to share data among applications;

(C) understand concepts and identify characteristics and uses associated with tools for desktop publishing and generation of presentation graphics;

(D) understand concepts related to transporting of textual and nontextual data both locally and remotely, at least including transporting of text and facsimile images electronically, and physical transfer of ultra-high-density storage media; and

(E) understand concepts related to networked and multi-user configurations.

(6) Concepts associated with the social implications of computers. The student shall be provided opportunities to:

(A) examine issues concerning responsible use of computer system:

(B) understand the social ramifications of computer applications related to privacy, values, and reliability of systems; and

(C) understand the impact of computing on leisure and household management.

Suggested Scope and Sequence

Microcomputer Applications **(Full Year)**

SECTION/UNIT		TITLE	WEEKS	HRS.
I.		**Introduction to Microcomputers**		
	1	Introduction to the Course	1	5
	2	Microcomputer Systems	1	5
	3	Basic Microcomputer Operations	1	5
	4	Social Implications	1	5
II.		**Word Processing**		
	1	Introduction to Word Processing	2	10
	2	Document Production Procedures	3	15
III.		**Information Management**		
	1	Introduction to Information Management	2	10
	2	Information Management Procedures	3	15
IV.		**Electronic Spreadsheets**		
	1	Introduction to Spreadsheets	2	10
	2	Spreadsheet Procedures	3	15
V.		**Information Processing Tools**		
	1	Telecommunication	2	10
	2	Networking	2	10
	3	Graphic Layout and Design	2	10
	4	Desktop Publishing	3	15
VI.		**Closure**		
	1	Integration of Applications	1	5
	2	Closure for Microcomputer Applications	1	5
		Total Weeks/Hours Allocated	**30**	**150**

Six weeks have been set aside to cover the common essential elements, review, makeup work, and testing.

Suggested Scope and Sequence

Microcomputer Applications **(Half Year)**

SECTION/UNIT	TITLE	WEEKS	HRS.
I.	**Introduction to Microcomputers**		
1	Introduction to the Course	.5	2.5
2	Microcomputer Systems	.5	2.5
3	Basic Microcomputer Operations	.5	2.5
4	Social Implications	.5	2.5
II.	**Word Processing**		
1	Introduction to Word Processing	1	5
2	Document Production Procedures	1.5	7.5
III.	**Information Management**		
1	Introduction to Information Management	1	5
2	Information Management Procedures	1.5	7.5
IV.	**Electronic Spreadsheets**		
1	Introduction to Spreadsheets	1	5
2	Spreadsheet Procedures	1.5	7.5
V.	**Information Processing Tools**		
1	Telecommunication	1	5
2	Networking	1	5
3	Graphic Layout and Design	1	5
4	Desktop Publishing	1.5	7.5
VI.	**Closure**		
1	Integration of Applications	.5	2.5
2	Closure for Microcomputer Applications	.5	2.5
	Total Weeks/Hours Allocated	**15**	**75**

Three weeks have been set aside to cover the common essential elements, review, makeup work, and testing.

Student Competencies

Introduction to Microcomputers

Introduction to the Course

NONE

Microcomputer Systems

1. Use commonly accepted terminology related to data processing with microcomputers.
2. Trace the evolution of the personal computer in chronological order.
3. Describe each computer generation including the current generation.
4. Discuss the types of computer systems.
5. Categorize hardware devices by function.
6. Identify and describe the most widely used business systems.

Basic Microcomputer Operations

1. Use commonly accepted terms related to data processing operations with microcomputers.
2. Perform a “cold boot” and a “warm boot” using a standard operating system on a microcomputer.
3. Use standard commands to perform disk management, including preparing a data disk for use, copying and deleting a file, and displaying the disk directory.
4. Discuss types of software including programming languages, utitity packages, and application software.

Social Implications

1. Define terminology related to computer crime, computer users, and new computer devices and techniques.
2. Identify the major issues and technological developments related to computers and society.
3. Describe ethical and legal issues that have arisen as a result of the computer revolution.
4. Identify privacy issues involved with electronic data storage.
5. Explain reasons for concern about the reliability of computer systems.

Word Processing

Introduction to Word Processing

1. Use word processing terminology.
2. Describe the steps in the document cycle.
3. Categorize the production features of word processing software.
4. Demonstrate the ability to move around documents, enter data, save a file, and edit documents.

Document Production Procedures

1. Classify common documents by type.
2. Format and edit documents.
3. Prepare mailable documents using a word processing program.

Information Management

Introduction to Information Management

1. Define terms related to information management.
2. Discuss the concepts of information management.
3. Explain the typical uses of microcomputer-based information management.
4. Enter and manipulate data in a database.

Information Management Procedures

1. Design and construct a database.
2. Access information using search and sort commands with logical operations such as and, or, and not and relate the commands to particular applications.
3. Prepare and print reports.

Electronic Spreadsheets

Introduction to Spreadsheets

1. Use terminology associated with popular spreadsheet programs.
2. Discuss the purposes and uses for the spreadsheet.
3. Describe the form and components of a spreadsheet.
4. Demonstrate functions and procedures available with most spreadsheet programs to enter data into a template.

Spreadsheet Procedures

1. Retrieve and modify data in an electronic spreadsheet and carry out the necessary steps to report the results.
2. Analyze a simple problem that is appropriate for spreadsheet solution, and design a template that can be used to solve the problem.
3. Report the results of processing with an electronic spreadsheet in both tabular and graphic form.

Information Processing Tools

Telecommunications

1. Use terminology common to telecommunications.
2. Describe procedures for communicating with electronic bulletin boards, online information services, and facsimile transmissions.
3. Explain the concept of electronic mail.

Networking

1. Use terminology associated with networking.
2. Identify configurations for local area networks.
3. Describe components common to networks.
4. Discuss advantages and disadvantages of networking.

Graphic Layout and Design

1. Identify terminology related to layout and design.
2. Use graphic layout and design techniques to prepare a thumbnail sketch.
3. Create a rough page layout.

Desktop Publishing

1. Identify and use desktop publishing terminology.
2. Describe the components of a desktop publishing system.
3. Discuss the concepts of desktop publishing.
4. Demonstrate desktop publishing tools and procedures for producing a simple publication.

Closure

Integration of Applications

1. Explain the meaning of integrated software.
2. Perform integration applications for:
    - a. Mail merge from a database into word processing.
    - b. Spreadsheet table information into word processing.
    - c. Graphics and text to be imported into a desktop publishing program.

Closure for Microcomputer Applications

NONE

Content Outline

Section 1—Introduction to Microcomputers

Unit 1—Introduction to the Course

Purpose of course

- Introduction to office education
- Objectives of the course
- Relationship of course to business

Course overview

- Classroom equipment
- Units of instruction
- Competencies
- Evaluation
- Classroom organization and management
- Safety

Unit 2—Microcomputer Systems

Computer history

- Ancient times to 1800
- 1800 to 1900
- 1900 to present

Computer generations

- First
- Second
- Third
- Fourth
- Fifth
- Sixth

Types of computer systems

- Supercomputers
- Mainframes
- Minicomputers
- Portables, laptops, and notebooks

Hardware components

- Input devices
- Processing
- Output devices
- Input and output devices
- Storage

Types of microcomputer systems

MS-DOS systems
Apple systems

Unit 3—Basic Microcomputer Operations

Operating the computer systems

Cold boot (power up)
Warm boot (reset)

Operating systems

Types of operating systems
Using the MS-DOS operating system
Using the Pro-DOS operating system
Using the Macintosh operating system
Environments

Software

Software sources
Types of software

Types of software

Examples of programming languages
Utilities
Applications software

Unit 4—Social Implications

Computer use issues

Dependency
Nameless society
Technological developments
Computer virus epidemic

Legal and ethical issues

Data spying
Hackers
Employees or former employees
Piracy
Legal issues

Privacy issues

Credit bureaus
Data banks
Paperless offices
Security methods

Reliability of systems

- Hardware
- Software
- Storage media
- Knowledge
- Integrity
- Accuracy

Section 2—Word Processing

Unit 1—Introduction to Word Processing

Background

The document cycle

Production features

- Word processing application features
- File functions
- Formatting options
- Editing features
- Additional production features

Unit 2—Document Production Procedures

Types of documents

Business document formats

- Memorandums
- Business letters
- Business reports
- Columnar reports

Section 3—Information Management

Unit 1—Introduction to Information Management

Concepts of information management

- Information management defined
- Database defined
- Database applications
- Reason for using databases
- Advantages and disadvantages of database management

Database management system (DBMS)

- DBMS defined

Database capabilities and usage

Capabilities
Using a database

Unit 2—Information Management Procedures

Planning a database
Database structures
Planning the organization of the database

Designing/creating a database

Designing forms
Field formatting

Data entry/output

Data entry
Output

Section 4—Electronic Spreadsheets

Unit 1—Introduction to Spreadsheets

Spreadsheet usage
Spreadsheets
Using electronic spreadsheets in business

Spreadsheet forms and components

Spreadsheet features
Screen areas

Basic functions and procedures

Data entry

Unit 2—Spreadsheet Procedures

Designing spreadsheets

Steps in designing a spreadsheet

Using the spreadsheet

Entering and editing data
Formatting the worksheet
Built-infunctions

Printing

Reports
Graphic reports

Section 5—Information Processing Tools

Unit 1—Telecommunications

Concepts of data communications

System requirements
Data communication procedures

Types of communication services available

Electronic bulletin board systems (BBS)
On-line information services
Voice messaging or voice mail
Facsimile (FAX)

Electronic mail concepts (E-mail)

Using E-mail
Importance and future of telecommunications

Unit 2—Networking

Network concepts

Network configurations
Common components
Purposes of networking
Network setup

Using a network

LANs
Large networks

Network advantages and disadvantages

Advantages
Disadvantages

Unit 3—Graphic Layout and Design

Planning a design

Guidelines
Selecting the right document
Balance and emphasis

Creating the page layout

Graphic elements
Steps in laying out a page

Unit 4—Desktop Publishing

Desktop publishing overview

The primary goal
One person process

Desktop publishing components

Hardware
Software

Operational procedures

Document creation
Printing

Section 6—Closure

Unit 1—Integration of Applications

Integrated software

Types of integrated software
Components of integrated software programs
Comparison of software packages

Integrating applications

Word processing and information management
Word processing and spreadsheets
Word processing, graphics, and desktop publishing

Unit 2—Closure of Microcomputer Applications

Review of course objectives by sections and units

Review of sections and units
Introduction to microcomputers
Word processing
Information management
Electronic spreadsheets
Information processing tools
Closure

Analysis of student competencies

Course evaluation

Examination

Teacher Activities

Teacher Preparation

- ☐ Preview unit.
- ☐ Review unit objectives.
- ☐ Make instructional analysis.
- ☐ Assess student learning needs.
- ☐ Decide on lesson domain: cognitive, psychomotor, or affective domain.
- ☐ Select instructional materials based on instructional analysis and student learning needs.
- ☐ Select instructional strategies based on lesson content and student learning needs.
- ☐ Prepare lesson plans from the unit lesson.
- ☐ Prepare additional instructional material.
- ☐ Reserve necessary media and equipment.

Teacher Presentation

- ☐ Present student objectives.
- ☐ Establish rapport with students.
- ☐ Review lesson objectives with students.
- ☐ Relate lesson to prior or future learning.
- ☐ When appropriate, encourage student interaction through questioning, discussions, or some other strategy.
- ☐ Emphasize the value/importance of the unit or activity.
- ☐ Allow time for closure of a lesson.

Reteach Activities

- ☐ Identify area(s) of weakness from results of evaluation.
- ☐ Select unit activities not previously used.
- ☐ Use additional resources and/or create materials based on student learning needs.
- ☐ Use a different teaching strategy in reteaching.
- ☐ Retest.

Equipment

SUGGESTED MINIMUM EQUIPMENT REQUIREMENTS for a Quality Office Education program

Equipment and furniture

A computer or a terminal for each student

Macintosh/SE-hard drive 2-4 mg RAM and/or
MS-DOS 386 minimum, 2-4 MEG minimum storage and/or
PS2's 30, or above

- two disk drives, one 5 1/4" and one 3 1/2" on MS-DOS
- hard disk 80 MEG
- enhanced 101 keyboard with keypad
- high resolution monitor with graphics capability
- several expansion slots

Networked systems/stand-alone systems

A fully equipped teacher's computer station

Monitors

- Color
- High resolution, at least EGA
- Swivel/tilt monitor bases

Printers (A combination of the following printers—using one printer to each two computers as a rule of thumb)

- A 24-pin dot matrix printer with near letter quality/high speed modes
- Letter quality printers
- Laser printers (preferably Postscript)

Other computer peripherals and equipment

- Scanner
- Automatic switch boxes for switching access to each computer/terminal
- Mouse for each computer or terminal
- At least two modems and access to dedicated phone line
- Extra cables for attaching peripherals
- Copy machine
- Overhead projector with low heat/good cooling system
- LCD computer panel for data projection
- Pull-down movie screen

File cabinets and storage cupboards

Student work stations with adjustable height

Adjustable chairs, preferably rolling

Supplies

Covers and keyboard covers

Diskettes for backups of each software programs for each computer

Computer paper, both laser and regular cut

Ribbons—standard black and colors

Toner for the laser printers and copy machine

Colored diskettes—each class uses a different color.

Computer maintenance kit—including screwdrivers of various sizes, cotton swabs, alcohol, screen wipes, mini vacuum, air vacuum

Competency Checklist

Microcomputer Applications

(4= Mastery—1=Non Mastery)

COMPETENCIES

I. Introduction to Microcomputers

1. Introduction to the Course

NONE

2. Microcomputer Systems

4 3 2 1 1. Use commonly accepted terminology related to data processing with microcomputers.

4 3 2 1 2. Trace the evolution of the personal computer in chronological order.

4 3 2 1 3. Describe each computer generation including the current generation.

4 3 2 1 4. Discuss the types of computer systems.

4 3 2 1 5. Categorize hardware devices by function.

4 3 2 1 6. Identify and describe the most widely used business systems.

3. Basic Microcomputer Operations

4 3 2 1 1. Use commonly accepted terms related to data processing operations with microcomputers.

4 3 2 1 2. Perform a "cold boot" and a "warm boot" using a standard operating system on a microcomputer.

4 3 2 1 3. Use standard commands to perform disk management, including preparing a data disk for use, copying and deleting a file, and displaying the disk directory.

4 3 2 1 4. Discuss types of software including programming languages, utitity packages, and application software.

4. Social Implications

4 3 2 1 1. Define terminology related to computer crime, computer users, and new computer devices and techniques.

4 3 2 1 2. Identify the major issues and technological developments related to computers and society.

4 3 2 1 3. Describe ethical and legal issues that have arisen as a result of the computer revolution.

4 3 2 1 4. Identify privacy issues involved with electronic data storage.

4 3 2 1 5. Explain reasons for concern about the reliability of computer systems.

COMPETENCIES

II. Word Processing

1. Introduction to Word Processing

4 3 2 1 1. Use word processing terminology.

4 3 2 1 2. Describe the steps in the document cycle.

4 3 2 1 3. Categorize the production features of word processing software.

4 3 2 1 4. Demonstrate the ability to move around documents, enter data, save a file, and edit documents.

2. Document Production Procedures

4 3 2 1 1. Classify common documents by type.

4 3 2 1 2. Format and edit documents.

4 3 2 1 3. Prepare mailable documents using a word processing program.

III. Information Management

1. Introduction to Information Management

4 3 2 1 1. Define terms related to information management.

4 3 2 1 2. Discuss the concepts of information management.

4 3 2 1 3. Explain the typical uses of microcomputer-based information management.

4 3 2 1 4. Enter and manipulate data in a database.

2. Information Management Procedures

4 3 2 1 1. Design and construct a database.

4 3 2 1 2. Access information using search and sort commands with logical operations such as and, or, and not and relate the commands to particular applications.

4 3 2 1 3. Prepare and print reports.

IV. Electronic Spreadsheets

1. Introduction to Spreadsheets

4 3 2 1 1. Use terminology associated with popular spreadsheet programs.

4 3 2 1 2. Discuss the purposes and uses for the spreadsheet.

4 3 2 1 3. Describe the form and components of a spreadsheet.

4 3 2 1 4. Demonstrate functions and procedures available with most spreadsheet programs to enter data into a template.

COMPETENCIES

2. *Spreadsheet Procedures*

4 3 2 1 1. Retrieve and modify data in an electronic spreadsheet and carry out the necessary steps to report the results.
4 3 2 1 2. Analyze a simple problem that is appropriate for spreadsheet solution, and design a template that can be used to solve the problem.
4 3 2 1 3. Report the results of processing with an electronic spreadsheet in both tabular and graphic form.

V. *Information Processing Tools*
1. Telecommunications

4 3 2 1 1. Use terminology common to telecommunications.
4 3 2 1 2. Describe procedures for communicating with electronic bulletin boards, online information services, and facsimile transmissions.
4 3 2 1 3. Explain the concept of electronic mail.

2. *Networking*

4 3 2 1 1. Use terminology associated with networking.
4 3 2 1 2. Identify configurations for local area networks.
4 3 2 1 3. Describe components common to networks.
4 3 2 1 4. Discuss advantages and disadvantages of networking.

COMPETENCIES

3. *Graphic Layout and Design*

4 3 2 1 1. Identify terminology related to layout and design.
4 3 2 1 2. Use graphic layout and design techniques to prepare a thumbnail sketch.
4 3 2 1 3. Create a rough page layout.

4. *Desktop Publishing*

4 3 2 1 1. Identify and use desktop publishing terminology.
4 3 2 1 2. Describe the components of a desktop publishing system.
4 3 2 1 3. Discuss the concepts of desktop publishing.
4 3 2 1 4. Demonstrate desktop publishing tools and procedures for producing a simple publication.

VI. *Closure*
1. Integration of Applications

4 3 2 1 1. Explain the meaning of integrated software.
4 3 2 1 2. Perform integration applications for:
4 3 2 1 a. Mail merge from a database into word processing.
4 3 2 1 b. Spreadsheet table information into word processing.
4 3 2 1 c. Graphics and text to be imported into a desktop publishing program

2. *Closure for Microcomputer Applications*

NONE

Special Product Descriptions

Test Builder and Test Bank

The following products were designed specifically for the microcomputer applications course and are available from the Educational Development & Training Center, 1 (800) 356-EDTC.

■ The Test Builder Program

Format Catalog No.
MS-DOS 3½—BOI-3203-TBP
MS-DOS 5¼—BOI-3205-TBP
MAC 3½—BOM-3202-TBP

The *Test Builder Program* helps a teacher construct, administer, grade tests and print the results. The time for test preparation and grading is reduced because the input of questions is simplified and the test is graded by the computer.

The computerized test consists of true/false, multiple choice, or matching questions. When the questions are displayed on the screen, they appear in random order; therefore, they will not appear in the same order on any two computers. This reduces the opportunity for students to cheat. After the student answers all of the questions, the program grades the test and records the grade on the student's data disk. A compilation of the student's name, grade, and questions missed can be copied to the teacher's data disk for storage, analysis, and printing. The number of the question that was incorrectly answered can be checked on the competency matrix to determine if the student has mastered the competency.

All question formats can be modified or deleted; however, only existing true/false and multiple choice test bank files can be used to create a new test bank. A hardcopy of the test, answer key, and an answer sheet can be printed for all tests.

■ Microcomputer Applications Test Bank

Format Catalog No.
MS-DOS 3½—BOI-3013-TBK
MS-DOS 5¼—BOI-3015-TBK
MAC 3½—BOM-3013-TBK

The *Microcomputer Applications Test Bank* has been revised to match the information contained in the revised version of *Microcomputer Applications Teacher's Guide*. The test bank is used in conjunction with the *Test Builder Program*. The questions are keyed to competencies and essential elements included in the teacher's guide. However, questions can be modified to fit your teaching style and your students' needs. You can modify the questions by following the instructions provided in the *Test Builder Program Instructions*.

If you currently have a copy of the *Microcomputer Applications Test Bank*, Appendix D contains the revisions for the test bank in hardcopy to match information in the revised guide. Follow the instructions included in this appendix.

Office Education Simulations

Simulations and student materials are available for all cluster courses and occupationally specific courses. Each simulation places the students in a specific position in a company. Student materials are available to help decrease time and cost of reproducing the material.

- **Microcomputer Applications Simulations—BO-301-SIM**
  Kandy's Kandlesticks—word processing
  High Tech Video Corporation—database
  Happy Hammer Home Builders—spreadsheet
  Office Greenery, Inc.—integration, DTP, telecommunications

- **Business Computer Applications Simulations—BO-302-SIM**
  Psychedelic Wheels—word processing
  Entertainment Sensations—database
  Video Masters—spreadsheets/desktop publishing
  Home Computing Network—computer information/telecommunications

- **Business Information Processing Simulations—BO-300-SIM**
  Carol's Cosmetic Cottage—word processing
  B & C Enterprises—spreadsheets
  Texas Country's Best Videos—desktop publishing
  Agriculture Technologies Inc.—telecommunications
  Ski On The Edge—records management

- **Business Office Clerical/Business Office Services Simulations—BO-326-SIM**
  "Hits" Unlimited—only one company is used throughout this simulation so there will be a continuity for special students. The students will complete work in the following areas: word processing/proofreading, file/data entry, desktop publishing, calculating machines, and written communication

- **Office Administrative Systems Simulations—BO-306-SIM**
  Yo-Rap Messages—keyboarding, proofreading, and editing
  Don't Disc Me—information control management
  Forever Friends Pet Store—electronic calculator
  Parties Unlimited—reprographics
  Lone Star Travel—oral/written communication
  Car Dial—communication skills

- **Office Support Systems Simulations—BO-307-SIM**
  Essex Corporation—word processing
  Smiles, Inc. Modeling Agency—communication skills
  V & S Mini Lock Manufacturing Co.—communication skills
  LYKE Radio Station—electronic calculator/financial management
  Modern Mall Insurance Co.—information control and management

If your school is using only one of the office education courses why not mix and match simulations from the other courses? Provide your students with a variety of short activities that meet the essential elements and bring them into the "real world"! You can adjust the difficulty level of each simulation by the equipment and software used or by providing additional activities.

Office Education Simulations by Skills Area

- **Computer Information/ Telecommunications**

Home Computing Network	BCAI
Agriculture Technologies Inc.	BIP
Office Greenery, Inc.	MAP

- **Information Control and Management**

Don't Disc Me	OAS
Entertainment Sensations	BCAI
High Tech Video Corporation	MAP
"Hits"—filing/data entry	BOC/S
Modern Mall Insurance Co.	OSS
Ski On The Edge	BIP

- **Keyboarding/Word Processing/ Proofreading & Editing**

Yo-Rap Messages	OAS
Essex Corporation	OSS
Kandy's Kandlesticks	BCAI
Psychedelic Wheels	MAP
Carol's Cosmetic Cottage	BIP
"Hits"—word processing	BOC/S

- **Electronic Calculator/ Financial Management**

Forever Friends Pet Store	OAS
"Hits"—calculating machine	BOC/S
LYKE Radio Station	OSS

- **Desktop Publishing/ Reprographics**

Video Masters	BCAI
Texas Country's Best Video	BIP
"Hits"—desktop publishing	BOC/S
Parties Unlimited	OAS
Office Greenery, Inc.	MAP

- **Communications**

V&S Mini Lock Manufacturing	OSS
Smiles Inc. Modeling Agency	OSS
Lone Star Travel	OAS
Car Dial	OAS
"Hits"—communications	BOC/S

- **Spreadsheet**

Video Masters	BCAI
B & C Enterprises	BIP
Happy Hammer Home Builders	MAP

Common Essential Elements

If the microcomputer application cluster course is taught as a vocational course common essential elements must be taught in addition to the essential elements for the course. A unit of instruction has been developed around each topic area. The units are composed of flexible modules which can be easily used when the class is in transition. This allows the common competencies to be addressed without diluting the curriculum.

Leadership	BO-310-CE1
Successful Employment	BO-310-CE2
Entrepreneurship	BO-310-CE3
Safety	BO-310-CE4
Human Relations	BO-310-CE5
Personal and Business management	BO-310-CE6
All six units together:	BO-310-TG

Additional Support Material

The following products are recommended as additional support material for use in the classroom. Most products are neither course nor program specific.

- **Office Education Quality Guide**—BO-315-TG—Contains rules and regulations for establishing and maintaining office education courses.

- **Integrating Academic Principles into Microcomputer Applications**—BO-402-LP—Microcomputer applications lesson plan modules correlate the four academic areas: language arts, mathematics, science, and social studies. Each references both academic and office education essential elements. Also included is a matrix referencing the information with TAAS objectives.

- **Building Math Skills With Spreadsheets**—JS-500-TG—Workbook designed to improve students' math skills through spreadsheet activities. Activities address operations and problem-solving, both areas tested by TAAS. Lessons are designed for use with all spreadsheet software.

- **Building Reading and Writing Skills Through Word Processing**—JS-501-TG—Workbook designed to enhance reading and writing skills while mastering word processing skills. An instructor can cover course essential elements and build reading and writing skills at the same time. Each unit is set up as a lesson plan with a stated objective and instructor/student instructions. Materials can be used on any computer with any word processing software. The exercises address topics such as self-esteem, interpersonal skills, and how to be successful on the job.

- **Conquer the TAAS**—LM-100-SM—Self-paced, self-diagnostic student guide will help students become acquainted with the TAAS test. Written to match the test's format, it covers all the objectives of reading and writing sub-tests. A patterned answer sheet signals and targets a specific problem for the student such as spelling, punctuation, sentence fragments or combining, and usage.

- **Data Drill**—Computerized exercises and drills build a student's keyboard and numeric keypad skills. The program is designed to check speed and accuracy, display incorrect entries, and calculate grades.

  MS-DOS 3½—JSI-3003-CS
  MS-DOS 5¼—JSI-3005-CS

- **Karl's 101 HandyHandouts**—KD-100-HH—Collection of over 220 pages of cleverly designed handouts, exercises, activities, and complete how-to lesson plans can be used to increase student motivation and involvement in the learning process. Each handout is reproducible and can be made into unique and eye-catching overhead transparencies to add pizazz to your lesson. It comes in a 3-ring binder.

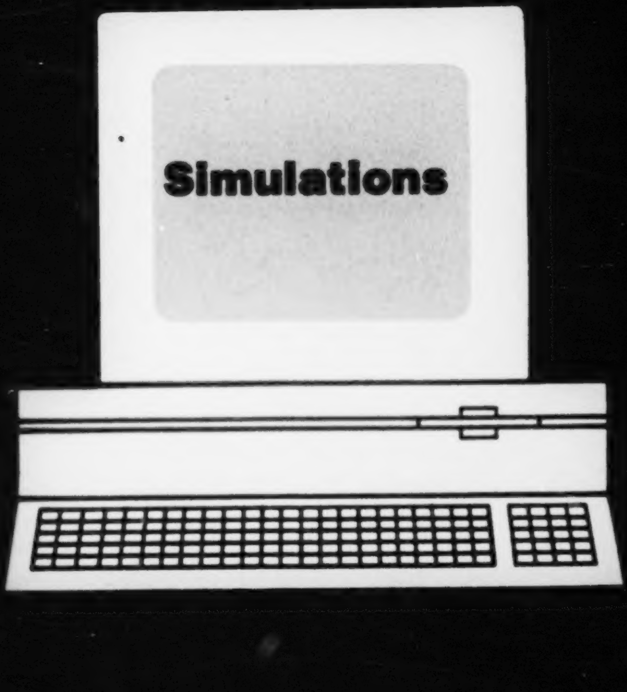
- **Mower Store**—This computer software package is designed to provide practical application of spreadsheet skills, students work in groups to set up and operate a lawn and garden equipment business. *Mower Store* simulates six months of store operations and will take two to three weeks of class time.

  MS-DOS 3½—JSI-2003-CS
  MS-DOS 5¼—JSI-2005-CS
  APPLE 3½—JSA-2003-CS
  APPLE 5¼—JSA-2005-CS
  MAC 3½—JSM-2003-CS

- **Stop and Think Cards**—Famous quotes from some of the country's most well-known individuals to encourage the development of students' higher-level thinking skills and are great motivators. Printed on 8½" by 11" colored cards.

  Stop and Think Cards—GEN-100-STC
  Stop and Think Cards II—GEN-101-STC
  Stop and Think III—GEN-102-STC

MICRO-COMPUTER APPLICATIONS



BO 301 SIM

EDTC
Educational Development and Training Center
East Texas State University • Commerce, TX 75428

BEST COPY AVAILABLE

TX90CD10

MICROCOMPUTER APPLICATIONS SIMULATIONS

Prepared by
Jan Patton
Office Education Curriculum Specialist

Published by
Educational Development and Training Center
East Texas State University
Commerce, Texas

in cooperation with
Texas Education Agency
Vocational Education Programs
Austin, Texas

FIRST EDITION

1990

First printing 1990--500 copies

© 1990, by the Educational Development and Training Center
East Texas State University

All rights reserved. No part of this book may be reproduced in any form
or by any means without written permission from the publisher.

Brand names, company names, trademarks,
or other identifying symbols appearing in the text are
used to clarify and identify and do not constitute a
recommendation or endorsement.

To ensure educational equity, this material
has been reviewed to eliminate
bias or stereotyping.

EDTC
Educational Development & Training Center
East Texas State University ● Commerce, TX 75428

TABLE OF CONTENTS

		Pages
INTRODUCTORY PAGES		
Acknowledgements		v
Preface		vii
Instructions for Use of Simulation Materials		ix
SECTION I:	**Introduction To Microcomputers** **(No simulations)**	**1**
SECTION II:	**Information Processing Simulations**	**3**
SECTION III:	**Database Management Simulations**	**25**
SECTION IV:	**Spreadsheet Simulations**	**51**
SECTIONS V AND VI:	**Information Processing Tools and Integrated Software Simulations**	**75**
SECTION VII:	**Social Implications Simulations**	**95**

ACKNOWLEDGEMENTS

Special gratitude and appreciation is extended to the following persons for their cooperation in planning, writing, reviewing, and evaluating the materials developed through this project.

TEXAS EDUCATION AGENCY

Robert K. Gordon, Office Education Program Director
Dorothy Baum, Office Education Program Specialist
David Childs, Office Education Program Specialist

CURRICULUM WRITING COMMITTEE

Bette Carpenter, Randall High School
Cheri Halderman, Allen High School
Mae Holmes, Schertz High School
Garry Schepf, Nimitz High School
Rebecca Gatlin, Garland Co. Community College

The following Project Advisory Committee members were instrumental in providing input into the test questions and assisted in field testing the project.

Sheila Baker, Robert E. Lee High School
Shirley Bray, Tascosa High School
Debbie Easter, Leander High School
Emma T. Garza, Memorial High School
Alma Gwin, Mabank High School
Irene Hinijosa, McAllen High School
Pat Jackson, South Grand Prarie High School
Judy Kirkpatrick, Westwood High School
Linda Langford, Bee County College
Johanna Ledbetter, McAllen High School
Della McDonald, New Caney High School
Sondra Ratliff, Trimble Tech High School
Rose Scholtz, Hondo High School
Mary C. Shrader, Waco High School
Laura Solis, Port Neches-Groves High School
Billie Wetz, Humble High School
Ann Wood, Trimble Tech High School
Mildred Woerndel, Seguin High School

Special credit is extended to the support staff of the Educational Development and Training Center for their continuous support and desire to work as a team.

Mary Hendrix, Director
Rebecca Gatlin, Graduate Assistant
Darlena Murray, Secretary
Linda Cintron and Cindy Johnson, Student Workers

Jonette Almon, Editor
and the staff of the Print Shop

PREFACE

The simulations for the *Microcomputer Applications Curriculum Guide* were prepared to provide quality instructional materials for instructors of micromputer application courses in Texas.

These simulations have been developed through a joint effort of the Texas Education Agency and the Educational Development and Training Center located on the campus of East Texas State University at Commerce, Texas.

The purpose of developing these simulations is to provide microcomputer application instructors and students with realistic business activities that are coordinated with the *Microcomputer Applications Curriculum Guide*. Suggestions and comments concerning these simulations are requested to be sent to the curriculum specialist at the Educational Development and Training Center.

INTRUCTIONS FOR USE OF SIMULATION MATERIALS

Two simulations have been prepared for each section of the *Microcomputer Applications Curriculum Guide* **except** for Section I. A one-hour simulation has been prepared for those teaching microcomputer applications as a one-semester course and a three-hour simulation has been prepared for those teaching microcomputer applications as a full-year course. Each simulation is based on working at a specific company.

The simulations should be completed at the conclusion of each section of the guide. They may serve as a culminating test or as additional activities to tie in all of the concepts taught in the section.

The simulations may be performed on any type of microcomputer using the software packages of your choice. **It is assumed that the students already have a working knowledge of the software packages they will be working on.** You will need to decide what reference materials will be provided for the students to use.

Brief instructions and a grading sheet are provided for the teacher at the front of each simulation. Most answers are provided. Some simulations do not lend themselves to standard answers; therefore the teacher must decide what grading standards to use. Clarifications are provided in the answers when necessary.

MICROCOMPUTER APPLICATIONS

SECTION I

INTRODUCTION TO MICROCOMPUTERS

THERE ARE NO SIMULATIONS

SECTION II

INFORMATION PROCESSING

SIMULATIONS

INSTRUCTIONS

This is a simulation prepared for Section II, Units 1 and 2 of the *Microcomputer Applications Curriculum Guide*. The simulations should be completed after the study of the reference materials in Section II: **Information Processing**. Students should have studied and completed all work for Unit I--**Information Processing Procedures** and Unit II--**Document Production**. Competency tests following these units should determine whether or not the students are ready for the hands-on simulation. Have students complete the one-hour simulation (Parts I - III) if they are enrolled in a one-semester course. Have students complete the three-hour simulation (Parts I-VI) if the students are enrolled in a one-year course.

This simulation can be performed on any microcomputer system. Your students will need access to a microcomputer, a blank disk for data storage, and a word processing software package of your choice. Provide reference materials giving up-to-date formatting choices for business correspondence. Or, you may choose to give all formatting rules orally to your students for their notes. In this way, each student would have his/her own "office manual" for use during this simulation.

Remind students that they should refer to the reference materials in these units as well as the computer and software manuals which they will be using.

Supplemental activities which might be used are:

1. Have students find more information about word processing in the business world. (Jobs available, duties required, training required, information, etc.) Use a time at the end of the simulation (30 minutes, perhaps) for an oral presentation to the class.

2. Invite someone from a business which has word processing operators to speak to the students about the operations in their company and the profession in general.

3. Take students on a field trip to a word processing department in a large company.

Part I

You are the students' supervisor. As their supervisor you will need to instruct them on the following for the **Mr. Slobody** letter:

1. Specify format: The letter will be full block.
2. Watch out for the following errors:
    - No date.
    - Did not correct errors.
3. Make sure the students enter the document incorrectly first and print a copy for you.
4. You should receive:
    - Printout of letter with errors--Part I.
    - Printout of letter with corrections of original errors--Part I.
    - A completed work sheet.

Part II

For the columnar report:

- A printout of the columnar report.

Part III

For the modified letter you will receive from each student:

- Printout of letter with requested modifications.
- A completed worksheet.

Part IV

For the memo you will receive from each student:

- A printout of the draft copy.
- A printout of the corrected memo (if needed).
- A completed worksheet.

Part V

Provide instructions for the students to design an announcement format.

NOTE: This assignment could later be used as a project for desktop publishing using a page description program. However, at this point, have the student explore the word processing software and be as creative as possible.

- A printed announcement.
- A completed worksheet.

Part VI

Provide your students with a short list of names and addresses for them to insert into the program. You may wish to have them merge the letters and addresses, although you could wait and have them pull this document up in the Integrated Simulation and merge it with a database.

For the final letter you will receive from each student:

- A printout of the draft copy.
- A printout of the edited letter merged with the names provided or with multiple copies with the names you provided.
- A completed worksheet.

ANSWERS

All activities and work sheets are to be evaluated to the satisfaction of the instructor.

WORD PROCESSING WORKSHEET

STUDENT'S NAME: ______________________________

Job Assignment: ______________________________

Who Requested the Job: ______________________________

Date/Time Requested: ______________________________

Date/Time Needed for Distribution: ______________________________

Distribution to: ______________________________

Purpose: ______________________________

____

Making decisions:

Type of document: ______________________________

Formatting requirements: ______________________________

____

Input: ______________________________

Output: ______________________________
(Number of copies, etc.)

Document completed: ______(Yes/No) Time/Date: ______________

Distribution: ______________________(where)Time/Date: ________

Any special notes:

44

Name: ____________________ **Grade:** ________

Section: ____________________

Date: ____________________

INFORMATION PROCESSING SIMULATION EVALUATION SHEET

Received	**Description**
	Part I--Letter
____	Completed worksheet
____	Printout of original letter
____	Printout of corrected letter
Comments:	
	Part II--Report
____	Completed worksheet
____	Printout of report
Comments:	
	Part III--Mod. Letter
____	Completed worksheet
____	Printout of modified letter
Comments:	

Grades

Part I	____	**Part IV**	____
Part II	____	**Part V**	____
Part III	____	**Part VI**	____

Received	**Description**
	Part IV--Memo
____	Completed worksheet
____	Printout of rough draft
____	Printout of corrected memo
Comments:	
	Part V--Announcement
____	Completed worksheet
____	Printout of announcement
Comments:	
	Part VI--Merged Letter
____	Completed worksheet
____	Printout of draft letter
____	Printout of merged letters
Comments:	

Grade Average: ________

KANDY'S KANDLESTICKS

WELCOME TO KANDY'S KANDLESTICKS!!!

You have just been employed as a word processing specialist for Kandy's Kandlesticks. The president of the company is Miss Kandy Carwick. Other officers include Leslie Carwick as head of the financial operations of the company and Lisa Carwick as head of the marketing operations. _______________ is your immediate supervisor.

You are employed by the Carwick family and are responsible for all word processing duties. You will be using a computer and a popular word processing software package. The family is very firm in wanting all correspondence to follow their standardized formats for business correspondence and you will be provided formatting instructions from your immediate supervisor. Also, you are expected to maintain an extensive backup library of disks which contain all the work which you produce.

While working for Kandy's Kandlesticks, you will be making some decisions. You will need to choose the best formatting options in order to reach your goal of producing documents on the computer which would be good enough to be distributed if you were actually employed in the business world. Therefore, the end result of your work will be a result of the decisions you make. You will be able to make better choices and produce better work if you read carefully all the reference materials which will be provided by your supervisor. Take notes if necessary. This type of decision making is extremely important in the work place of business today.

This will be your first day of actual word processing on the computer with this company. You have already had the opportunity to become familiar with your computer system.

You are fortunate because the software which the company likes to use is the one which you are familiar with. Remember the "Help Screen" is an invaluable tool to look up commands and procedures that you may have forgotten. Now, format a blank disk which will be used to save all data.

Part I

Lisa Carwick rushes in with the following rough draft of a letter to accompany the company's latest catalog. This mailing needs to go out today. The letter is to be prepared with preset tabs and margins. The paragraphs should not be justified. Use block formatting.

Complete this project using the following instructions:

1. Fill in the worksheet provided by your supervisor for all decision making **before** you begin work on the computer. **Complete one worksheet for each document prepared.**
2. Enter the document **exactly** as it appears. Print one copy.
3. Correct all errors using the insert, delete and overtype functions.
4. Use the spellchecker if it is available on your software to correct possible misspellings.
5. When you have finished, proofread again, save the letter and call it SLOBODY1.
6. Print two copies.

7. Turn the worksheet into your supervisor along with your hard copies.

Mr. Slobody:
4452 South Fast Lane
Notown, Texas 77777

DSear Mr. Slobody:

We are pleased to send you a copy of our newest catalog, "Light Up Your Life", as your requested. You will be interested in the new line of textured candleholders on page 148. As the decorating fads are now turning toward the "Southwest" look, these handcarved and handpainted candleholders should give that perfect custom look for many of your Texas customer's homes.

I will be talking with you within the next mopnth to see what you might have decided to order for your store.

Very truly youyrs,

Part II

Now, Leslie Carwick brings you the following columnar report which should be distributed to each of the other members of the company. She needs everyone to see the report no more than two hours from now.

Check with your supervisor for the preferred format for columnar reports and be sure to use the tabulation and indentation features of your word processing software.

Complete this project using the following instructions.

1. Fill out a worksheet (this is the last time you will be reminded to include the worksheet with your work).
2. Store under filename of LATEST.
3. Print a copy for your supervisor.

PROJECTED CANDLE/CANDLEHOLDER PRICES

Product No.	Product Line	Projected Cost
C144444	Tulip Candleholders	28.95 a set
D449999	Custom Southwest Candleholder	49.50 a set
P12345	12" white tapers	20.00 box
P54321	15" blue tapers	21.00 box

Part III

Just as you are about to distribute the letter and the columnar report, Lisa Carwick calls you to tell you that she made two mistakes in the information she gave you.

Complete this project using the following instructions:

1. You need to edit the letter to Mr. Slobody as follows:

> The name of the catalog is "Light up Your World" instead of "Light up Your Life."
>
> The page number of the catalog to be referenced should be 138 instead of 148.

2. Make these corrections.

3. Print a copy of the letter for your supervisor.

Part IV

Kandy Carwick sends the following memo to you for immediate distribution:

Complete this project using the following instructions:

1. Prepare the following memorandum to Leslie Carwick in the finance department concerning the company picnic.

2. The date of the memo is July 24, 19--.

3. The subject of the memo is "The Company Picnic."

4. Message of memo is:

> It is time, again, for the annual picnic for the employees of Kandy's Kandlesticks.
>
> Please prepare a notice to be posted giving the time, date, and all the other details necessary.
>
> We should be able to have the picnic much like we have in the past. Check for location, charges, and all other local arrangements.
>
> Distribution of announcement should be made to all departments as soon as possible.

Part V

Leslie Carwick then sends the following data to you in order for you to prepare the announcement.

Complete this project using the following instructions:

1. Check the format the Carwick company uses for announcements.

2. Prepare this information as attractively on a sheet of paper as you can.

Kandy's Kandlesticks
Annual Company Picnic
Green Trees Park

July 24, 19--

All food will be catered by Pepto Foods.

Members of immediate family are invited.

Please let Leslie Carwick, Finance Department, know by Friday whether or not you will be able to attend.

3. Print a copy of the printed announcement for your supervisor's approval.

4. Your supervisor will have enough copies prepared for each department to post so all employees will know about the picnic.

Part VI

Lisa Carwick brings the attached letter to you for distribution in Wednesday's mail. This letter will be sent to each of Kandy Kandlestick's current customers. Miss Carwick instructs you to input the draft of the letter and then store it without printing until she has made some possible corrections. (She would like to see a copy of the first draft.)

Complete the following instructions:

1. Retrieve the original letter and insert a different name and address for each. The same letter will be mailed to all customers on the list.
2. The letter is to be completed in block format with justified margins.
3. If letter goes to a second page, use your page numbering feature and put the number on the top of the second page.
4. Miss Carwick wants an "original" letter sent to each customer, so print each one separately instead of duplicating on a copy machine.
5. Distribution is to be made in the next day's mail.

Date

Mr (Mrs.)_____, Title (Get list of current customers from the files)
Name of Company _________
Address (From files)
City, State, Zip (files)

Dear ______________:

We at Kandy's Kandlestick are very excited about a new line of candlesticks and candles which will be available through our company for this coming quarter!

I am sure that you will be very pleased with a new line of tulip candlesticks (#C144444). These lovely holders capture the fragile beauty of fresh flowers. They are handcrafted and handpainted steel, artfully done in colors that suggest the delicate blush of a spring garden.

Also offered will be the classic solid brass holder (#C133333). You will see that it has the polish of regency styling and is handcrafted of solid brass with a cylindrical black column.

Then, one that I am particularly pleased with is the new Southwest look in our individually handcarved and handpainted wooden candlesticks for you to offer to your customers. Some features include varying finishes and colors, natural cracking which may occur, which would add to the aged pantina, and the fact that no two are alike (#C449999).

I am enclosing a brochure of these new and exciting lines for your convenience in ordering. Also, please keep in mind our regular line of candles, candlesticks, and complete line of candle accessories for the home. We pride ourselves in being the largest distributor of candles in this region.

We are pleased that you are one of our preferred customers and we look forward to receiving your order soon.

Please call on me for any assistance.

Sincerely,

Lisa Carwick, Marketing

Part VII

Miss Carwick comes back with the following editing requests:

Complete this project using the following instructions:

1. Move paragraph #3 **before** paragraph #2.
2. In Paragraph #4, change "Then, one that" to "A candleholder with which."
3. Delete the word "with" (1st line of that paragraph).
4. Using the **search** command of your word processing software, replace all words "candlestick" with the word "candleholder."
5. Print a copy of the revised letter for your supervisor's approval.

SECTION III

DATABASE MANAGEMENT

SIMULATIONS

INSTRUCTIONS

This is a simulation prepared for Section III, Units 1 and 2 of the *Microcomputer Applications Curriculum Guide*. The simulation should be completed after the study of the reference materials in Section III: **Database**. Students should have studied and completed all written work for Unit I--**Introduction to Database** and Unit II--**Database Techniques**. The competency tests following these units should determine whether or not the students are ready for the hands-on simulation.

The simulation is divided into two sections. The one-hour simulation (Numbers 1 - 8) should be completed for a one-semester course. The three-hour simulation (Numbers 1 - 25) should be completed for a one-year course.

This simulation can be performed on any microcomputer system. Your students will need access to a microcomputer, a blank disk for data storage, and a database software package of your choice. It is assumed that you have spent whatever time is needed to acquaint the students with both the computer and database software which they will use.

This simulation contains the following:

One-Hour Simulation

- Introduction to High Tech Video Corporation.
- Completion of numbers 1-8.

Three-Hour Simulation

- Introduction to High Tech Video Corporation.
- Completion of numbers 1-25.

If the answers are laid out slightly differently than your program allows--make adjustments as needed.

ANSWERS

4.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
761203	Masked Marvel, The	BW	195	1943	$59.95
702967	Ten Commandments, The	C	219	1956	$84.95
885409	Mutiny On The Bounty	BW	135	1935	$59.95
746905	On Golden Pond	C	109	1981	$29.95
884909	Doctor Zhivago	C	176	1965	$89.95
878461	Casablanca	BW	102	1942	$79.98
864770	Sound Of Music, The	C	172	1965	$89.95
747952	Batman	C	105	1966	$59.95
724886	Dracula	BW	84	1931	$39.95
746034	Ghostbusters	C	105	1984	$79.95
703289	Caddyshack	C	98	1980	$39.98
888475	Trading Places	C	106	1983	$24.95
777673	Frankenstein	BW	72	1931	$29.95
906791	Anatomy Of A Murder	BW	160	1959	$69.95
775107	Wolf Man, The	BW	70	1941	$59.95

5.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
702967	Ten Commandments, The	C	219	1956	$84.95
703289	Caddyshack	C	98	1980	$39.98
724886	Dracula	BW	84	1931	$39.95
746034	Ghostbusters	C	105	1984	$79.95
746905	On Golden Pond	C	109	1981	$29.95
747952	Batman	C	105	1966	$59.95
761203	Masked Marvel, The	BW	195	1943	$59.95
775107	Wolf Man, The	BW	70	1941	$59.95
777673	Frankenstein	BW	72	1931	$29.95
864770	Sound Of Music, The	C	172	1965	$89.95
878461	Casablanca	BW	102	1942	$79.98
884909	Doctor Zhivago	C	176	1965	$89.95
885409	Mutiny On The Bounty	BW	135	1935	$59.95
888475	Trading Places	C	106	1983	$24.95
906791	Anatomy Of A Murder	BW	160	1959	$69.95

6.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
906791	Anatomy Of A Murder	BW	160	1959	$69.95
747952	Batman	C	105	1966	$59.95
703289	Caddyshack	C	98	1980	$39.98
878461	Casablanca	BW	102	1942	$79.98
884909	Doctor Zhivago	C	176	1965	$89.95
724886	Dracula	BW	84	1931	$39.95
777673	Frankenstein	BW	72	1931	$29.95
746034	Ghostbusters	C	105	1984	$79.95
761203	Masked Marvel, The	BW	195	1943	$59.95
885409	Mutiny On The Bounty	BW	135	1935	$59.95
746905	On Golden Pond	C	109	1981	$29.95
864770	Sound Of Music, The	C	172	1965	$89.95
702967	Ten Commandments, The	C	219	1956	$84.95
888475	Trading Places	C	106	1983	$24.95
775107	Wolf Man, The	BW	70	1941	$59.95

7.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
775107	Wolf Man, The	BW	70	1941	$59.95
777673	Frankenstein	BW	72	1931	$29.95
724886	Dracula	BW	84	1931	$39.95
703289	Caddyshack	C	98	1980	$39.98
878461	Casablanca	BW	102	1942	$79.98
747952	Batman	C	105	1966	$59.95
746034	Ghostbusters	C	105	1984	$79.95
888475	Trading Places	C	106	1983	$24.95
746905	On Golden Pond	C	109	1981	$29.95
885409	Mutiny On The Bounty	BW	135	1935	$59.95
906791	Anatomy Of A Murder	BW	160	1959	$69.95
864770	Sound Of Music, The	C	172	1965	$89.95
884909	Doctor Zhivago	C	176	1965	$89.95
761203	Masked Marvel, The	BW	195	1943	$59.95
702967	Ten Commandments, The	C	219	1956	$84.95

8.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
724886	Dracula	BW	84	1931	$39.95
777673	Frankenstein	BW	72	1931	$29.95
885409	Mutiny On The Bounty	BW	135	1935	$59.95
775107	Wolf Man, The	BW	70	1941	$59.95
878461	Casablanca	BW	102	1942	$79.98
761203	Masked Marvel, The	BW	195	1943	$59.95
702967	Ten Commandments, The	C	219	1956	$84.95
906791	Anatomy Of A Murder	BW	160	1959	$69.95
884909	Doctor Zhivago	C	176	1965	$89.95
864770	Sound Of Music, The	C	172	1965	$89.95
747952	Batman	C	105	1966	$59.95
703289	Caddyshack	C	98	1980	$39.98
746905	On Golden Pond	C	109	1981	$29.95
888475	Trading Places	C	106	1983	$24.95
746034	Ghostbusters	C	105	1984	$79.95

NOTE: The one-hour simulation ends with this exercise.

10.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
906791	Anatomy Of A Murder	BW	160	1959	$69.95
747952	Batman	C	105	1966	$59.95
703289	Caddyshack	C	98	1980	$39.98
878461	Casablanca	BW	102	1942	$79.98
920905	Coming To America	C	116	1988	$79.95
917491	Crocodile Dundee II	C	110	1988	$89.95
884909	Doctor Zhivago	C	176	1965	$89.95
724886	Dracula	BW	84	1931	$39.95
777673	Frankenstein	BW	72	1931	$29.95
746034	Ghostbusters	C	105	1984	$79.95
761203	Masked Marvel, The	BW	195	1943	$59.95
885409	Mutiny On The Bounty	BW	135	1935	$59.95
918862	Nuts	C	116	1987	$89.95
746905	On Golden Pond	C	109	1981	$29.95
919460	Police Academy 5	C	90	1988	$89.95
913364	Predator	C	107	1987	$89.95
864770	Sound Of Music, The	C	172	1965	$89.95
702967	Ten Commandments, The	C	219	1956	$84.95
888475	Trading Places	C	106	1983	$24.95
775107	Wolf Man, The	BW	70	1941	$59.95

13.

HIGH TECH VIDEO CORPORATION

$29.95 MOVIES

MOVIE TITLES

Anatomy Of A Murder
Batman
Casablanca
Coming To America
Frankenstein
Ghostbusters
Masked Marvel, The
Mutiny On The Bounty
On Golden Pond
Wolf Man, The

14.

HIGH TECH VIDEO CORPORATION

MOVIE TITLES

Anatomy Of A Murder
Batman
Caddyshack
Casablanca
Coming To America
Crocodile Dundee II
Doctor Zhivago
Dracula
Frankenstein
Ghostbusters
Masked Marvel, The
Mutiny On The Bounty
Nuts
On Golden Pond
Police Academy 5
Predator
Sound Of Music, The
Trading Places
Wolf Man, The

15.

HIGH TECH VIDEO CORPORATION

MOVIES AFTER 1985

YEAR	MOVIE TITLE
1987	Nuts
1987	Predator
1988	Coming To America
1988	Crocodile Dundee II
1988	Police Academy 5

16.

HIGH TECH VIDEO CORPORATION

1960'S MOVIES

YEAR	MOVIE TITLE
1965	Doctor Zhivago
1965	Sound Of Music, The
1966	Batman

17.

HIGH TECH VIDEO CORPORATION

BLACK & WHITE MOVIES

MOVIE TITLE	LENGTH	YEAR
Anatomy Of A Murder	160	1959
Casablanca	102	1942
Dracula	84	1931
Frankenstein	72	1931
Masked Marvel, The	195	1943
Mutiny On The Bounty	135	1935
Wolf Man, The	70	1941

19.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
703289	Caddyshack	C	98	1980	$39.98
724886	Dracula	BW	84	1931	$39.95
746034	Ghostbusters	C	105	1984	$29.95
746905	On Golden Pond	C	109	1981	$29.95
747952	Batman	C	105	1966	$29.95
761203	Masked Marvel, The	BW	195	1943	$29.95
775107	Wolf Man, The	BW	70	1941	$29.95
777673	Frankenstein	BW	72	1931	$29.95
864770	Sound Of Music, The	C	172	1965	$89.95
878461	Casablanca	BW	102	1942	$29.95
884909	Doctor Zhivago	C	176	1965	$89.95
885409	Mutiny On The Bounty	BW	135	1935	$29.95
888475	Trading Places	C	106	1983	$24.95
906791	Anatomy Of A Murder	BW	160	1959	$29.95
913364	Predator	C	107	1987	$89.95
917491	Crocodile Dundee II	C	110	1988	$89.95
918862	Nuts	C	116	1987	$89.95
919460	Police Academy 5	C	90	1988	$89.95
920905	Coming To America	C	116	1988	$29.95
950000*	Weekend At Bernie's	C	105	1989	$99.95
950003*	Batman	C	107	1989	$99.95
950006*	Dead Poet's Society	C	110	1989	$99.95
950009*	Ghostbusters II	C	105	1989	$99.95
950012*	Lethal Weapon 2	C	135	1989	$99.95

***NOTE:** **These may differ slightly.**

66

21.

HIGH TECH VIDEO CORPORATION

PRICE	MOVIE TITLE
$29.95	Anatomy Of A Murder
$29.95	Batman
$29.95	Casablanca
$29.95	Coming To America
$29.95	Frankenstein
$29.95	Ghostbusters
$29.95	Masked Marvel, The
$29.95	Mutiny On The Bounty
$29.95	On Golden Pond
$29.95	Wolf Man, The
$39.95	Dracula
$39.98	Caddyshack
$89.95	Crocodile Dundee II
$89.95	Doctor Zhivago
$89.95	Nuts
$89.95	Police Academy 5
$89.95	Predator
$89.95	Sound Of Music, The
$99.95	Batman
$99.95	Dead Poet's Society
$99.95	Ghostbusters II
$99.95	Lethal Weapon 2
$99.95	Weekend At Bernie's

NOTE: Student's answers will not have spaces.

22.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
703289	Caddyshack	C	98	1980	$39.98
724886	Dracula	BW	84	1931	$39.95
746034	Ghostbusters	C	105	1984	$29.95
746905	On Golden Pond	C	109	1981	$29.95
747952	Batman	C	105	1966	$29.95
761203	Masked Marvel, The	BW	195	1943	$29.95
775107	Wolf Man, The	BW	70	1941	$29.95
777673	Frankenstein	BW	72	1931	$29.95
864770	Sound Of Music, The	C	172	1965	$89.95
878461	Casablanca	BW	102	1942	$29.95
884909	Doctor Zhivago	C	176	1965	$89.95
885409	Mutiny On The Bounty	BW	135	1935	$29.95
906791	Anatomy Of A Murder	BW	160	1959	$29.95
913364	Predator	C	107	1987	$89.95
917491	Crocodile Dundee II	C	110	1988	$89.95
918862	Nuts	C	116	1987	$89.95
919460	Police Academy 5	C	90	1988	$89.95
920905	Coming To America	C	116	1988	$29.95
950000	Weekend At Bernie's	C	105	1989	$99.95
950003	Batman	C	107	1989	$99.95
950006	Dead Poet's Society	C	110	1989	$99.95
950009	Ghostbusters II	C	105	1989	$99.95
950012	Lethal Weapon 2	C	135	1989	$99.95

23.

HIGH TECH VIDEO CORPORATION

YEAR	MOVIE TITLE	NUMBER	TYPE	LENGTH	PRICE
1931	Dracula	724886	BW	84	$39.95
1931	Frankenstein	777673	BW	72	$29.95
1935	Mutiny On The Bounty	885409	BW	135	$29.95
1941	Wolf Man, The	775107	BW	70	$29.95
1942	Casablanca	878461	BW	102	$29.95
1943	Masked Marvel, The	761203	BW	195	$29.95
1959	Anatomy Of A Murder	906791	BW	160	$29.95
1965	Doctor Zhivago	884909	C	176	$89.95
1965	Sound Of Music, The	864770	C	172	$89.95
1966	Batman	747952	C	105	$29.95
1980	Caddyshack	703289	C	98	$39.98
1981	On Golden Pond	746905	C	109	$29.95
1984	Ghostbusters	746034	C	105	$29.95
1987	Nuts	918862	C	116	$89.95
1987	Predator	913364	C	107	$89.95
1988	Coming To America	920905	C	116	$29.95
1988	Crocodile Dundee II	917491	C	110	$89.95
1988	Police Academy 5	919460	C	90	$89.95
1989	Batman	950003	C	107	$99.95
1989	Dead Poet's Society	950006	C	110	$99.95
1989	Ghostbusters II	950009	C	105	$99.95
1989	Lethal Weapon 2	950012	C	135	$99.95
1989	Weekend At Bernie's	950000	C	105	$99.95

24.

HIGH TECH VIDEO CORPORATION

PRICE	MOVIE TITLE	NUMBER	TYPE	LENGTH	YEAR
$29.95	Anatomy Of A Murder	960791	BW	160	1959
$29.95	Batman	747952	C	105	1966
$29.95	Casablanca	878461	BW	102	1942
$29.95	Coming To America	920905	C	116	1988
$29.95	Frankenstein	777673	BW	72	1931
$29.95	Ghostbusters	746034	C	105	1984
$29.95	Masked Marvel, The	761203	BW	195	1943
$29.95	Mutiny On The Bounty	885409	BW	135	1935
$29.95	On Golden Pond	746905	C	109	1981
$29.95	Wolf Man, The	775107	BW	70	1941
$39.95	Dracula	724886	BW	84	1931
$39.98	Caddyshack	703289	C	98	1980
$89.95	Crocodile Dundee II	917491	C	110	1988
$89.95	Doctor Zhivago	884909	C	176	1965
$89.95	Nuts	918862	C	116	1987
$89.95	Police Academy 5	919460	C	90	1988
$89.95	Predator	913364	C	107	1987
$89.95	Sound Of Music, The	864770	C	172	1965
$99.95	Batman	950003	C	107	1989
$99.95	Dead Poet's Society	950006	C	110	1989
$99.95	Ghostbusters II	950009	C	105	1989
$99.95	Lethal Weapon 2	950012	C	135	1989
$99.95	Weekend At Bernie's	950000	C	105	1989

25.

HIGH TECH VIDEO CORPORATION

MOVIE TITLE	YEAR	NUMBER	TYPE	LENGTH	PRICE
Anatomy Of A Murder	1959	906791	BW	160	$29.95
Batman	1966	747952	C	105	$29.95
Batman	1989	950003	C	107	$99.95
Caddyshack	1980	703289	C	98	$39.98
Casablanca	1942	878461	BW	102	$29.95
Coming To America	1988	920905	C	116	$29.95
Crocodile Dundee II	1988	917491	C	110	$89.95
Dead Poet's Society	1989	950006	C	110	$99.95
Doctor Zhivago	1965	884909	C	176	$89.95
Dracula	1931	724886	BW	84	$39.95
Frankenstein	1931	777673	BW	72	$29.95
Ghostbusters	1984	746034	C	105	$29.95
Ghostbusters II	1989	950009	C	105	$99.95
Lethal Weapon 2	1989	950012	C	135	$99.95
Masked Marvel, The	1943	761203	BW	195	$29.95
Mutiny On The Bounty	1935	885409	BW	135	$29.95
Nuts	1987	918862	C	116	$89.95
On Golden Pond	1981	746905	C	109	$29.95
Police Academy 5	1988	919460	C	90	$89.95
Predator	1987	913364	C	107	$89.95
Sound Of Music, The	1965	864770	C	172	$89.95
Weekend At Bernie's	1989	950000	C	105	$99.95
Wolf Man, The	1941	775107	BW	70	$29.95

Name: ______________________ **Grade:** __________

Section: ______________________

Date: ______________________

DATABASE SIMULATION EVALUATION SHEET

Received	Description
____ **Comments:**	**Number 4--Database** Printout of database
____ **Comments:**	**Number 5--Number** Printout by number
____ **Comments:**	**Number 6--Movie Title** Printout by Movie Title
____ **Comments:**	**Number 7--Length** Printout by length
____ **Comments:**	**Number 8--Year** Printout by year

Received	Description
____ **Comments:**	**Number 10--Title** Printout by title
____ **Comments:**	**Number 13--Cost $29.95** Printout cost--$29.95
____ **Comments:**	**Number 14--Availability** Printout availability
____ **Comments:**	**Number 15--After 1985** Printout after 1985
____ **Comments:**	**Number 16--1960's** Printout of 1960's

MAP/Simulations/Section III
Evaluation Sheet

Received	Description
____ Comments:	**Number 17--Black/White** Printout black/white
____ Comments:	**Number 19--By Number** Printout by number
____ Comments:	**Number 21--Price/Title** Printout price/title
____ Comments:	**Number 22--By Number** Printout by number
____ Comments:	**Number 23--By Year** Printout by year
____ Comments:	**Number 24--Price** Printout price

Received	Description
____ Comments:	**Number 25--Movie Title** Printout by movie title

Grades

One-Hour Simulation

No. 4	____	**No. 7**	____
No. 5	____	**No. 8**	____
No. 6	____		

Grade Average: ________

Grades

Three-Hour Simulation

No. 4	____	**No. 15**	____
No. 5	____	**No. 16**	____
No. 6	____	**No. 17**	____
No. 7	____	**No. 19**	____
No. 8	____	**No. 21**	____
No. 10	____	**No. 22**	____
No. 13	____	**No. 23**	____
No. 14	____	**No. 24**	____
		No. 25	____

Grade Average: ________

HIGH TECH VIDEO CORPORATION

PURPOSE OF THE COMPANY

Welcome to the constantly changing world of video tape sales. **HIGH TECH VIDEO CORPORATION** is a small company involved in selling movies on video tape format to local customers. Our company handles movies in black and white, as well as in color . . . the "oldies" to the recent releases. There are price changes on a semi-regular basis. And finally, video tapes are added and deleted from inventory on an "as needed" basis.

COMPANY STATUS

Business has been good; however, recordkeeping has not. As with so many small businesses, a computer has been purchased to assist in managing the inventory. You have been hired to create a database to assist with handling the everyday operations of the sales and inquiries of the company. The activities of the company are varied and your knowledge of databases and computers will go far in making a healthy profit for **HIGH TECH VIDEO CORPORATION.**

ORDER OF OPERATIONS

1. Before creating the database, you must first understand the information maintained for inventory control. The **NUMBER** is the number that is used for inventory control. The **MOVIE TITLE** is the actual title of the movie available for sale. The **TYPE** refers to whether the movie is in color or in black and white. The **LENGTH** is the actual length of the movie in minutes. The **YEAR** is the year the movie was produced. And, finally, the **PRICE** is the amount of money it will take to purchase the video.

2. Now, create a form for **HIGH TECH VIDEO CORPORATION**, using the following field names, data types, and sizes.

FIELD NAME	DATA TYPE	SIZE
NUMBER	Numeric	6
MOVIE TITLE	Alphabetic	25
TYPE	Alphabetic	2
LENGTH	Numeric	3
YEAR	Numeric	4
PRICE	Numeric	6

3. Once the database has been designed, enter the following data as given.

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
761203	Masked Marvel, The	BW	195	1943	59.95
702967	Ten Commandments, The	C	219	1956	84.95
885409	Mutiny on the Bounty	BW	135	1935	59.95
746905	On Golden Pond	C	109	1981	29.95
884909	Doctor Zhivago	C	176	1965	89.95
878461	Casablanca	BW	102	1942	79.98
864770	Sound of Music, The	C	172	1965	89.95
747952	Batman	C	105	1966	59.95
725886	Dracula	BW	84	1931	39.95
746034	Ghostbusters	C	105	1984	79.95
703289	Caddyshack	C	98	1980	39.98
888475	Trading Places	C	106	1983	24.95
777673	Frankenstein	BW	72	1931	29.95
906791	Anatomy of a Murder	BW	160	1959	69.95
775107	Wolf Man, The	BW	70	1941	59.95

4. Print the database.

NOTE: When printing, be sure to keep the information in the same column order as above. Be sure to include column headings and the company name as the title.

5. To verify that all the video tapes have been included in the database, management wants you to display and print information by NUMBER. Perform the sort in ascending order and print the report.

6. Many of our customers want to know the video titles that we have available. To satisfy this need, as well as helping our employees, sort the database by MOVIE TITLE, in ascending order, then print.

7. We have a lot of organizations that use our services. Many times they have a limited amount of time to watch a movie. To assist these customers, sort by LENGTH, in ascending order, then print.

8. Our local Senior Citizens Club likes to show the "oldies." Let's help them out and sort by YEAR, in descending order (if possible, otherwise use ascending order), then print.

9. While getting used to a computerized database, we forgot to add five video tapes that came in just a few weeks ago. Add the following data:

HIGH TECH VIDEO CORPORATION

NUMBER	MOVIE TITLE	TYPE	LENGTH	YEAR	PRICE
919460	Police Academy 5	C	90	1988	89.95
917491	Crocodile Dundee II	C	110	1988	89.95
920905	Coming to America	C	116	1988	79.95
913364	Predator	C	107	1987	89.95
918862	Nuts	C	116	1987	89.95

10. Please prepare a new listing of our offerings by TITLE, in ascending order.

11. In order to secure your efforts, especially since the weather is becoming threatening, save the database.

12. Sales have been off recently. Our biggest sales are coming from recent releases and lower priced video tapes. We need to change the prices of ALL movies that cost more than $50.00 and less than $80.00 to $29.95 Sort by TITLE in ascending order and print the report.

13. By the way, I need a listing of ALL movies that sell for $29.95. This time, all I want is the MOVIE TITLE and nothing else. Be sure to use our company name and a heading that explains that this is a list of $29.95 movies.

14. During a recent sale, all copies of the religious video tape, "The Ten Commandments" were sold. We cannot get any more copies of the film and need to remove this offering from our inventory. Please do this immediately and print an updated list of movie titles on hand.

15. A unique request has been received. A youth group wants to know the titles and years of our newest video tapes. Prepare a listing of ALL movies available after 1985, by YEAR in ascending order. Be sure to include a special heading like the one you did for the list of $29.95 movies.

16. This must be the year of unique requests. There is to be a reunion of "flower children" from the 1960's and they want to see the movies from their past. Prepare a listing of ALL movies of the 1960's, by YEAR in ascending order. Do not forget that special heading.

17. A local high school senior made a request to prepare a listing of ALL black and white movies longer than two hours, by MOVIE TITLE, LENGTH, and YEAR in ascending order. It seems that the information will be used to complete a senior theme on the films before color. Again, do not forget the special heading.

18. Life at HIGH TECH VIDEO CORPORATION has been wonderful since the computerized database has been in use. Because you have made such an impact on our operations, you get to select five movies, released this year, to add to our inventory. You need to collect the movie titles and lengths of your choices. The NUMBERS for you to use begin with 950000 and are incremented by 3's. ALL new listings cost $99.95. Be sure to include the TYPE and LENGTH of the video tapes.

19. Once these new movies have been added to the database, prepare a COMPLETE listing of the database by NUMBER, in ascending order.

20. With additional changes and with the computer technicians coming soon to repair and service the computer system, be sure to save the database.

21. In an effort to update the quality of our video tapes, we are returning ALL tapes that have a PRICE of $29.00 or less. Please delete ALL returned tapes. Prepare a listing of our offerings by PRICE and MOVIE TITLE only, in ascending order by price.

22. Business has been very successful, especially through the use of the computerized database. With this success, more and more people want to know the way the information is organized in the database. Prepare a listing of the ENTIRE database by NUMBER, in ascending order.

23. Also, prepare a listing of the ENTIRE database by YEAR, in ascending order.

24. Prepare another listing of the ENTIRE database by PRICE, in ascending order.

25. Finally, prepare a listing of the ENTIRE database sorted by MOVIE TITLE in ascending order.

SECTION IV

SPREADSHEET SIMULATIONS

80

INSTRUCTIONS

This is a simulation prepared for Section IV, Units 1 and 2 of the *Microcomputer Applications Curriculum Guide*. The simulation should be completed after the study of the reference materials in Section IV: **Spreadsheets.** Students should have studied and completed all written work for Unit I--**Introduction to Spreadsheets** and Unit II--**Spreadsheet Techniques**. The competency tests following these units should determine whether or not the students are ready for the hands-on simulation.

The simulation is divided into two sections. The one-hour simulation should be completed for a one-semester course. The three-hour simulation (Parts I - II) should be completed for a one-year course.

This simulation can be performed on any microcomputer system. Your students will need access to a microcomputer, a blank disk for data storage, and a spreadsheet software package of your choice. It is assumed that you have spent whatever time is needed to acquaint the students with both the computer and spreadsheet software which they will use.

The simulations contains the following:

One-Hour Simulation

- Introduction to the Happy Hammer Home Builders Company
- Chronological information
    - Data to be entered
    - Special instructions
    - Additional activities

Three-Hour Simulation

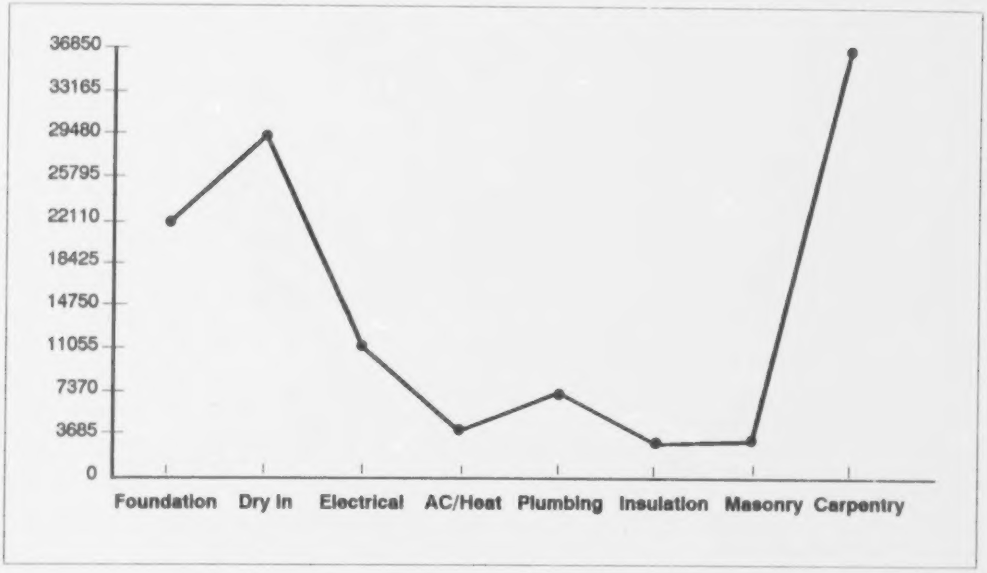
- Introduction to the Happy Hammer Home Builders Company
- Part I: Chronological information
  - Data to be entered
  - Special instructions
  - Additional activities
- Part II: Corrections
  - Data to be corrected
  - Special instructions
  - Additional activities

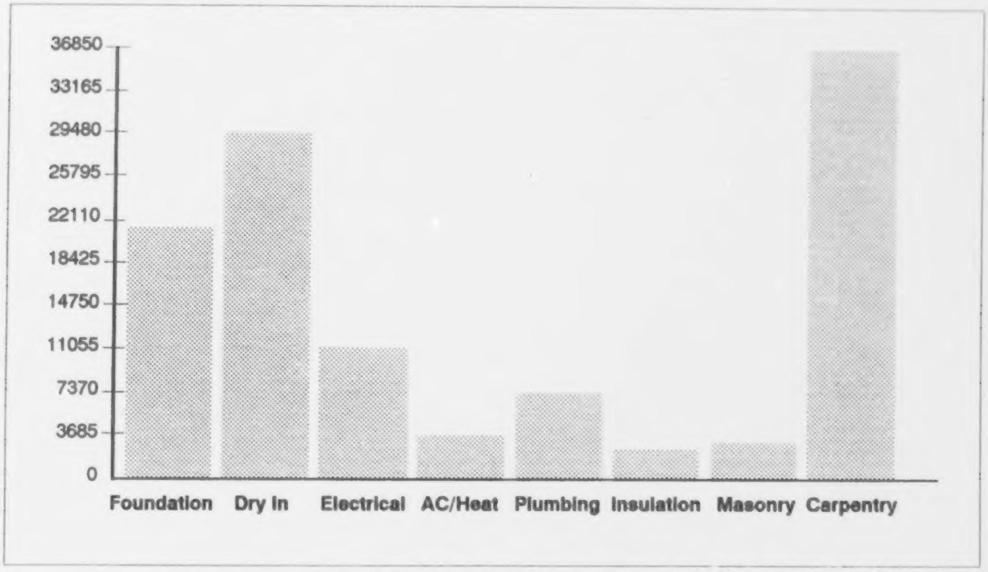
The additional activities include preparation of graphics. Make sure that the spreadsheet software utilized is able to produce bar and line graphs. If this is not possible, make adjustments to the instructions.

ANSWERS

Payee	Date	Amount	Foundation	Dry In	Electrical	AC/Heat	Plumbing	Insulation	Masonry	Carpentry
Hardrock Concrete Company	5/1	$21680.00	$21680.00							
Wooden Structures Inc.	5/16	$29520.00		$29520.00						
Paul's Plumbing	5/21	$7295.00					$7295.00			
Miller's Electrical	5/30	$11875.00			$11875.00					
Calvin's Cool Air Systems	6/5	$4320.50				$4320.50				
Hill Country Insulation	6/10	$2536.54						$2536.54		
Fine Fireplace Company	6/18	$2831.90							$2831.90	
Paul Waters Construction	6/20	$36840.50								$36840.50
		$116899.44	$21680.00	$29520.00	$11875.00	$4320.50	$7925.00	$2536.00	$2831.90	$36840.50

ANSWERS


36850
33165
29480
25795
22110
18425
14750
11055
7370
3685
0
Foundation
Dry In
Electrical
AC/Heat
Plumbing
Insulation
Masonry
Carpentry


36850
33165
29480
25795
22110
18425
14750
11055
7370
3685
0
Foundation
Dry In
Electrical
AC/Heat
Plumbing
Insulation
Masonry
Carpentry

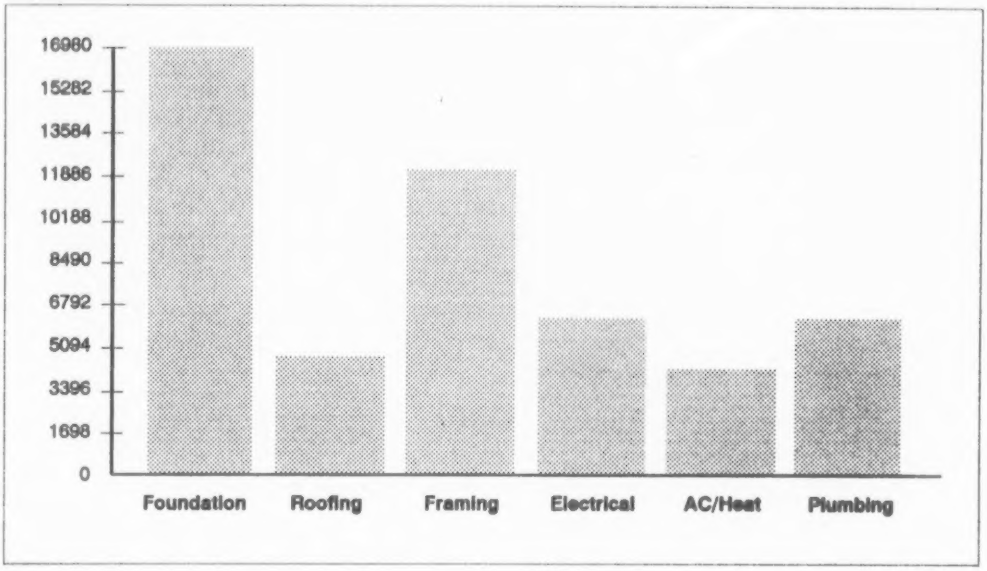
Part I

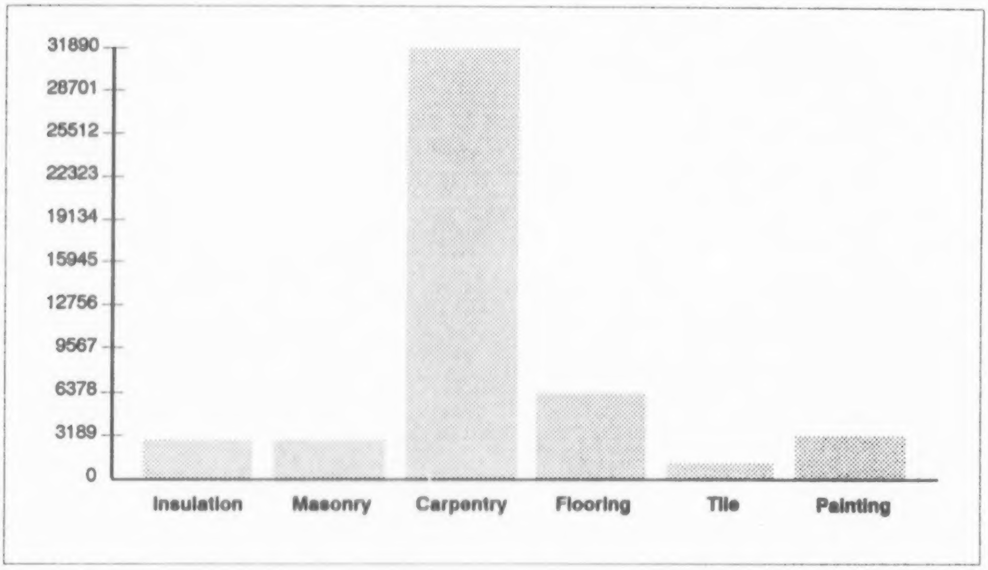
Payee	Date	Amount	Foundation	Roofing	Framing	Electrical	AC/Heat
Hardrock Concrete Company	4/3	$13658.30	$13658.30				
Wooden Structures Inc.	4/5	$5600.00			$5600.00		
Hardrock Concrete Company	4/5	$1365.00	$1365.00				
Roofs by Rufus	4/6	$3550.00		$3550.00			
Paul's Plumbing	4/7	$2000.00					
Miller's Electrical	4/10	$3500.00				$3500.00	
Calvin's Cool Air Systems	4/11	$4560.30					$4560.30
Lights and Fans	4/11	$2840.92				$2840.92	
Rufus Roofing	4/14	$1300.00		$1300.00			
Hill Country Insulation	4/15	$2595.80					
Allen's Plumbing Supplies	4/18	$4230.00					
Wooden Structures Inc.	4/20	$6780.30			$6780.30		
Fine Fireplace Company	4/21	$2831.90					
Carl's Cabinet Shop	4/30	$1500.00					
Paul Waters Construction	5/3	$7940.00					
Hardrock Concrete Company	5/7	$1956.00	$1956.00				
Flowers Flooring	5/10	$3657.40					
Carpet Concepts	5/11	$2789.50					
Allen's Supply House	5/14	$2740.30					
Paul Waters Construction	5/15	$13680.00					
Carl's Cabinet Shop	5/20	$980.00					
Terrific Tile	5/24	$560.00					
Pete's Painting	5/28	$1750.00					
Walls of Paper	5/30	$359.82					
ABC Tile	6/4	$564.32					
Paul Waters Construction	6/4	$4680.00					
Burley Protection	6/8	$258.00				$258.00	
Pete's Painting	6/10	$1200.00					
		$99427.86	$16979.30	$4850.00	$12380.30	$6598.92	$4560.30

ANSWERS

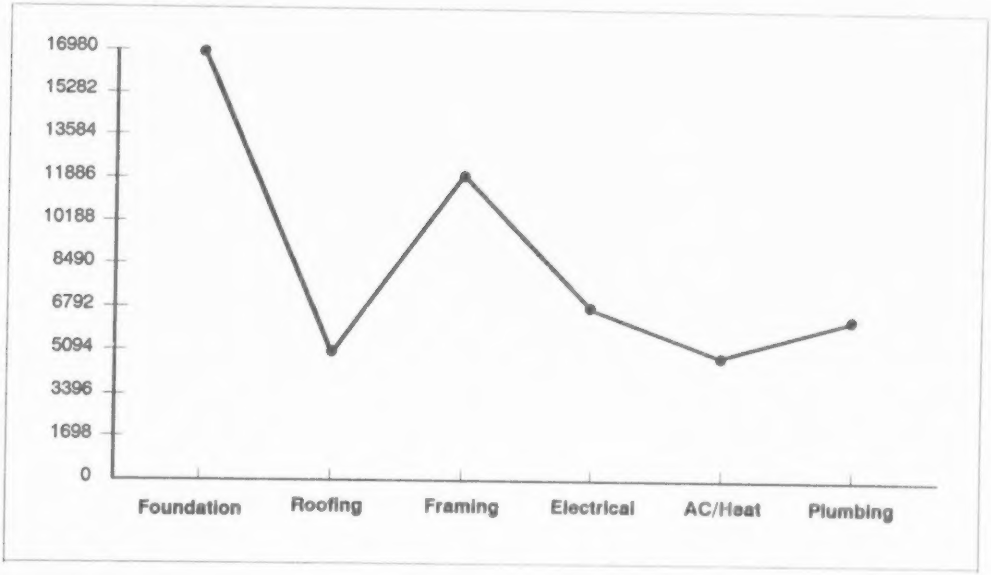
Plumbing	Insulation	Masonry	Carpentry	Flooring	Tile	Painting
$2000.00						
	$2595.80					
$4230.00						
		$2831.90				
			$1500.00			
			$7940.00			
				$3657.40		
				$2789.50		
			$2740.30			
			$13680.00			
			$980.00			
					$560.00	
						$1750.00
			$359.82			
					$564.32	
			$4680.00			
						$1200.00
$6230.00	$2595.80	$2831.90	$31880.12	$6446.90	$1124.32	$2950.00

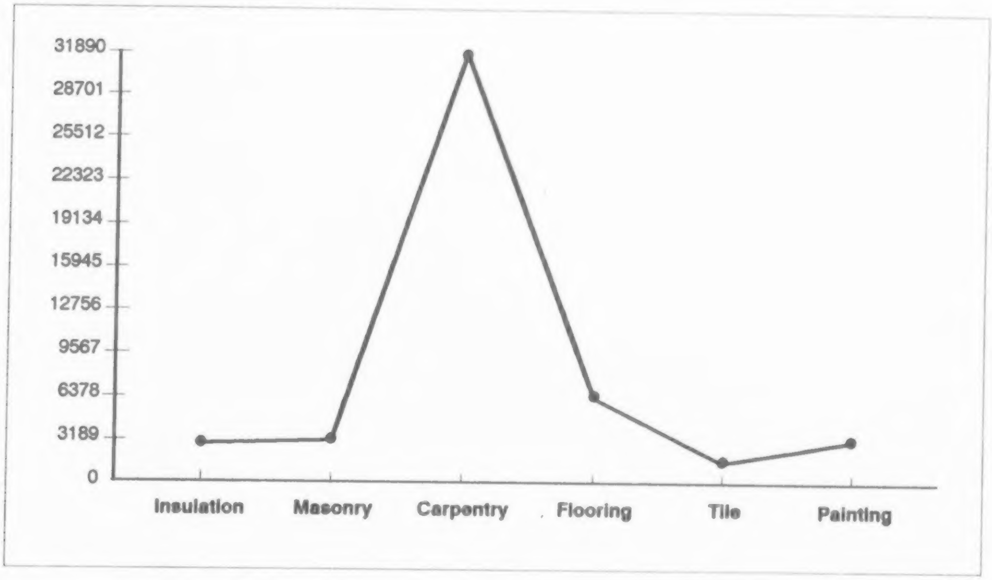
ANSWERS


16980
15282
13584
11886
10188
8490
6792
5094
3396
1698
0
Foundation
Roofing
Framing
Electrical
AC/Heat
Plumbing


31890
28701
25512
22323
19134
15945
12756
9567
6378
3189
0
Insulation
Masonry
Carpentry
Flooring
Tile
Painting

ANSWERS


16980
15282
13584
11886
10188
8490
6792
5094
3396
1698
0
Foundation
Roofing
Framing
Electrical
AC/Heat
Plumbing


31890
28701
25512
22323
19134
15945
12756
9567
6378
3189
0
Insulation
Masonry
Carpentry
Flooring
Tile
Painting

ANSWERS

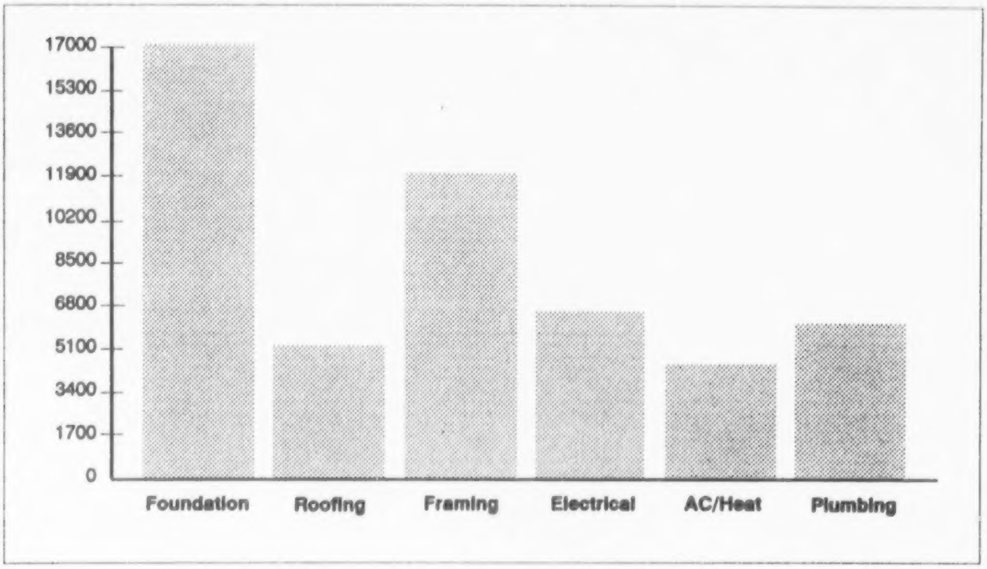
Part II

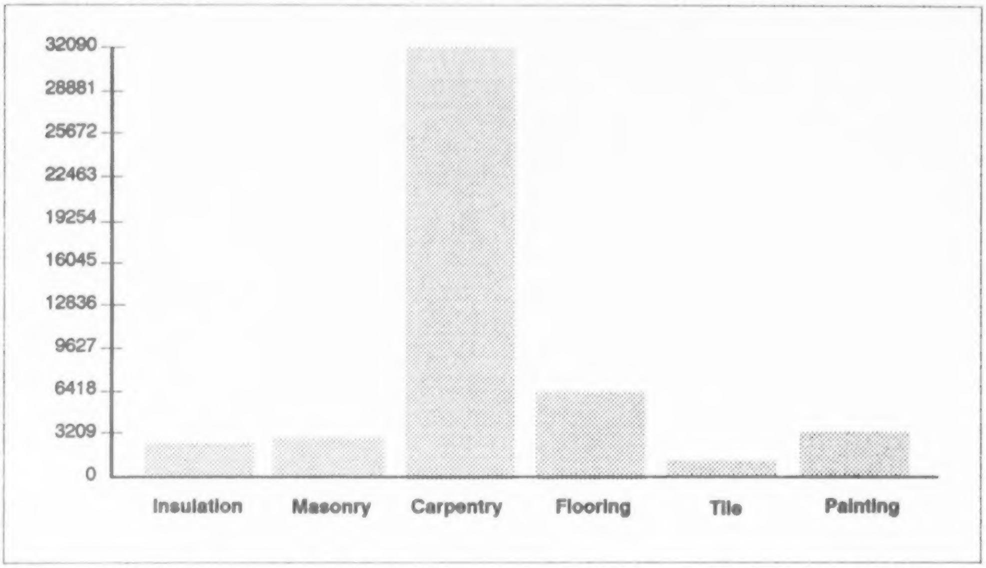
Payee	Date	Amount	Foundation	Roofing	Framing	Electrical	AC/Heat
Hardrock Concrete Company	4/3	$13658.30	$13658.30				
Wooden Structures Inc.	4/5	$5600.00			$5600.00		
Hardrock Concrete Company	4/5	$1385.00	$1385.00				
Roofs by Rufus	4/6	$3550.00		$3550.00			
Paul's Plumbing	4/7	$2000.00					
Roofs by Rufus	4/10	$500.00		$500.00			
Miller's Electrical	4/10	$3500.00				$3500.00	
Calvin's Cool Air Systems	4/11	$4560.30					$4560.30
Lights and Fans	4/11	$2840.92				$2840.92	
Rufus Roofing	4/14	$1300.00		$1300.00			
Hill Country Insulation	4/15	$2495.80					
Allen's Plumbing Supplies	4/18	$4230.00					
Wooden Structures Inc.	4/20	$6780.30			$6780.30		
Fine Fireplace Company	4/21	$2831.90					
Carl's Cabinet Shop	4/30	$1500.00					
Paul Waters Construction	5/3	$7940.00					
Hardrock Concrete Company	5/7	$1956.00	$1956.00				
Fowlering Floors	5/10	$3657.40					
Carpet Concepts	5/11	$2789.50					
Allen's Supply House	5/14	$2740.30					
Paul Waters Construction	5/15	$13880.00					
Carl's Cabinet Shop	5/20	$980.00					
Terrific Tile	5/24	$560.00					
Pete's Painting	5/28	$1750.00					
Pastel Paints	5/29	$189.70					
Walls of Paper	5/30	$359.82					
ABC Tile	6/4	$564.39					
Paul Waters Construction	6/4	$4680.00					
Burley Protection	6/8	$258.00				$258.00	
Pete's Painting	6/10	$1200.00					
		$100237.63	$16999.30	$5350.00	$12380.30	$6598.92	$4560.30

ANSWERS

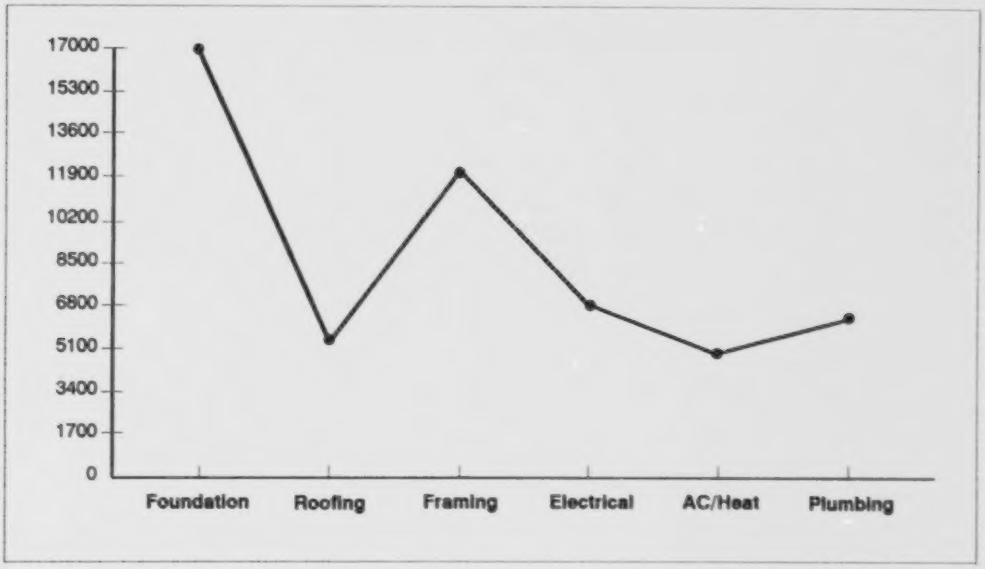
Plumbing	Insulation	Masonry	Carpentry	Flooring	Tile	Painting
$2000.00						
	$2495.80					
$4230.00						
		$2831.90				
			$1500.00			
			$7940.00			
				$3657.40		
				$2789.50		
			$2740.30			
			$13880.00			
			$980.00			
					$560.00	
						$1750.00
						$189.70
			$359.82			
					$564.39	
			$4680.00			
						$1200.00
$6230.00	$2495.80	$2831.90	$32080.12	$6446.90	$1124.39	$3139.70

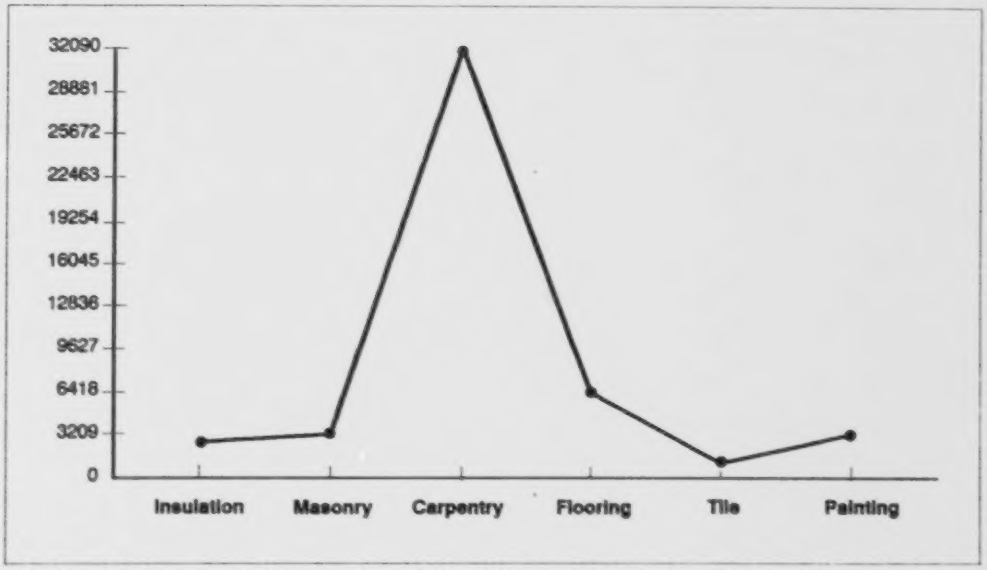
ANSWERS


17000
15300
13600
11900
10200
8500
6800
5100
3400
1700
0
Foundation
Roofing
Framing
Electrical
AC/Heat
Plumbing


32090
28881
25672
22463
19254
16045
12836
9627
6418
3209
0
Insulation
Masonry
Carpentry
Flooring
Tile
Painting

ANSWERS


17000
15300
13600
11900
10200
8500
6800
5100
3400
1700
0
Foundation
Roofing
Framing
Electrical
AC/Heat
Plumbing


32090
28881
25672
22463
19254
16045
12836
9627
6418
3209
0
Insulation
Masonry
Carpentry
Flooring
Tile
Painting

Name: ______________________ **Grade:** ________

Section: ______________________

Date: ______________________

SPREADSHEET SIMULATION EVALUATION SHEET

Received	Description
One-Hour Simulation	
	Part I--Spreadsheet
____	Total columns
____	Printout spreadsheet
____	Printout of bar graph
____	Printout of line graph

Comments:

Received	Description
Three-Hour Simulation	
	Part I--Spreadsheet
____	Total columns
____	Printout Spreadsheet

Comments:

Received	Description
	Part II--Modifications
____	Total columns
____	Printout of modified spreadsheet
____	Printout of bar graph
____	Printout of line graph

Comments:

Grades

One-Hour Simulation	______
Three-Hour Simulation	
Part I	_____
Part II	_____
Overall Grade	_____

HAPPY HAMMER HOME BUILDERS

CONGRATULATIONS!!!

You have just been hired in the accounting department of **HAPPY HAMMER HOME BUILDERS**. Your first assignment is to complete the spreadsheet for a new home which the company is presently building. Happy Hammer Home Builders keeps tract of the cost of each home built, breaking the cost down in different categories according to the subcontractors hired as well as the total cost of the home. To begin, you must design a spreadsheet with the following columns: (Enter from left to right.)

Payee Date Amount Foundation Dry In
Electrical AC/Heat Plumbing Insulation
Masonry Carpentry

All columns except "Payee" and "Date" will use the dollars format. All checks written will be entered under the amount column and then extended to the column labeled for the individual subcontractor. You may now begin entering the following data.

CHRONOLOGICAL DATA

May 1	A check was written to Hardrock Concrete Company for $21,680.00 for the labor and concrete used on the foundation.
May 16	Wooden Structures, Incorporated received $29,520.00 for completing the wooden structure of the house, including the roof, making the dry in stage of the house complete.
May 21	A bill was received and paid for $7,295.00 for the plumbing fixtures and labor on the house. The check was made payable to Paul's Plumbing.
May 30	The electrician presented a bill in the amount of $11,875.00 for electrical fixtures and labor payable to Miller Electrical.
June 5	The company wrote a check for $4,320.50 for the air conditioning system to Calvin's Cool Air Systems.
June 10	A check was written to Hill Country Insulators for $2,536.54 for the insulation work completed in the house.
June 18	The sum of $2,831.90 was paid to Fine Fireplace Company for the masonry work completed on the fireplace.
June 20	The finish carpenter was paid $36,840.50 for the work completed inside of the house. The check was made to Paul Waters Construction.

Once all entries are completed:

1. Total all columns.
2. Print a file copy.

Additional Activities:

1. Design a bar chart showing the amount of money paid to each contractor. Print the chart.
2. Design a line chart showing the amount of money paid to each contractor. Print the chart.

HAPPY HAMMER HOME BUILDERS

CONGRATULATIONS!!!

You have been hired by **HAPPY HAMMER HOME BUILDERS** in the accounting department. Your first assignment is to complete a spreadsheet for a new home which the company is presently building. Happy Hammer Home Builders keeps records of the cost of each home built, breaking the cost down in different categories according to the subcontractors hired as well as the total cost of the home. To begin, you must design a spreadsheet with the following columns: (Enter from left to right.)

Payee
Date
Amount
Foundation
Roofing
Framing
Electrical
AC/Heat
Plumbing
Insulation
Masonry
Carpentry
Flooring
Tile
Painting

All columns except "Payee" and "Date" will use the dollars format. All checks written will be entered under the amount columns and then extended to the column labeled for the individual subcontractor. You may now begin entering the data.

Part I

CHRONOLOGICAL DATA

April 3	A check was written to Hardrock Concrete Company for $13,658.30 for the labor and concrete used on the foundation.
April 5	A check was written to Wooden Structures Inc. for $5,600.00 for labor in framing the house.
April 5	Hardrock Concrete Company was paid $1,365.00 for concrete and labor for the garage foundation.
April 6	Roofs by Rufus was issued a check in the amount of $3,550.00 for roofing materials and labor.
April 7	Paul's Plumbing presented a bill for $2,000.00 for labor on the rough in of plumbing.
April 10	A check was written to Miller's Electrical for $3,500.00 for the electrical rough in.
April 11	Calvin's Cool Air Systems was paid $4,560.30 for the rough in and air conditioning units installed in the house.
April 11	Lights and Fans was issued a check for $2,840.92 for electrical fixtures for the house.
April 14	Rufus Roofing was paid $1,300.00 for labor on the roof.
April 15	Hill Country Insulation was paid $2,595.80 for labor and materials used in insulating.
April 18	A check was written to Allen's Plumbing Supplies for $4,230.00 for plumbing fixtures used.
April 20	Wooden Structures Inc. was paid $6,780.30 for framing.

April 21	Fine Fireplace Company was paid $2,831.90 for the masonry work completed on the fireplace.
April 30	A deposit of $1,500.00 was paid to Carl's Cabinet Shop so work could begin on the cabinets. This should be entered under carpentry.
May 3	Paul Waters Construction was paid $7,940.00 for carpentry work completed on the inside of the house.
May 7	A check was issued to Hardrock Concrete Company for $1,956.00 for foundation work on the outside walkways.
May 10	Flowers Flooring was paid $3,657.40 for hardwood flooring materials.
May 11	Carpet Concepts received $2,789.50 for carpet to be used on the floors.
May 14	Allen's Supply House was paid $2,740.30 for doors and door knobs for the house. This will be posted under the carpentry column.
May 15	Paul Waters Construction was paid $13,680.00 for carpentry work completed on the inside of the house.
May 20	A check was issued to Carl's Cabinet Shop in the amount of $980.00 for the cabinets.
May 24	Terrific Tile was paid $560.00 for floor tile.
May 28	Pete's Painting was issued a check for $1,750.00 for painting the inside of the house.
May 30	A check for $359.82 was issued to Walls of Paper for wallpaper purchased. This will be entered under carpentry.
June 4	ABC Tile was paid $564.32 for counter top tiles.
June 4	Paul Waters Construction was issued a check for $4,680.00 for carpentry work.

June 8 Burley Protection Inc. installed a burglar alarm system and was paid $258.00. This will be entered under electrical.

June 10 Pete's Painting was paid $1,200.00 for painting the outside of the house.

Once all entries are completed:

1. Total all columns.
2. Print a file copy.

Part II

Happy Hammer Home Builders has received some additional bills on the house as well as some corrections to entries already made. Your assignment is to make the following corrections and new entries.

CORRECTION DATA

April 5	The check to Hardrock Concrete Company was for $1,385.00 instead of $1,365.00.
April 10	A check was issued to Roofs by Rufus for $500.00 for roofing materials.
April 15	A posting error was made in the insulation column. The check to Hill Country Insulation was $2,495.80.
May 10	The check for flooring was paid to Fowlering Floors instead of Flowering Floors.
May 15	Paul Waters Construction Company was paid $13,880.00 instead of $13,680.00.
May 29	Pastel Paints was paid $189.70 for painting supplies.
June 4	ABC Tile was paid $564.39 instead of $564.32.

Once all entries are completed:

1. Total all columns.
2. Print a file copy.

Additional Activities:

1. Design a bar chart showing the amount of money paid to each contractor. Print the chart.
2. Design a line chart showing the amount of money paid to each contractor. Print the chart.

SECTIONS V and VI

INFORMATION PROCESSING TOOLS AND INTEGRATED ACTIVITIES

SIMULATIONS

INSTRUCTIONS

This is a simulation prepared for Sections V, Units 1 - 4 and Section VI, Unit 1 of the *Microcomputer Applications Curriculum Guide*. The simulations should be completed after the study of the reference materials in Section V and VI: **Information Processing Tools** and **Integrated Activities**. Students should have studied and completed all written work for all of the units. The competency tests following these units should determine whether or not the students are ready for the hands-on simulation.

The simulation is divided into two sections. The one-hour simulation (Parts I - II) should be completed for a one-semester course. The three-hour simulation (Parts I - IV) should be completed for a one-year course.

This simulation can be performed on any microcomputer system. Your students will need access to a microcomputer, a blank disk for data storage, and integrated software and desktop publishing packages of your choice. It is assumed that you have spent whatever time is needed to acquaint the students with the computer, integrated software and desktop publishing software packages which they will use.

This simulation contains the following:

One-Hour Simulation

- Introduction to Office Greenery, Inc.
- Organizational Chart
- Part 1--Franchise List
- Part 2--Memo

Three-Hour Simulation

- Introduction to Office Greenery, Inc.
- Organizational Chart

- Part 1--Franchise List
- Part 2--Memo
- Part 3--Minutes of Meeting
- Part 4--Desktop Publishing article

Instructions for One-Hour Simulation

1. Have students complete Parts I and II.
2. Part I can be entered into a database, then imported into the word processing program and set up in table format.

Instructions for Three-Hour Simulation

1. Have students complete Parts I-IV.
2. Part I can be entered into a database and then imported into the word processing program and set up in table format.
3. You may have to change some instructions for Part III in order for the minutes to be set up on the word processing program you are using.
4. Have the students key in the news release in Part IV into a document of your word processing program. Instruct them to use Option A or B according to your equipment and software capabilities.

ANSWERS

All answers evaluated to the satisfaction of the instructor.

Name: ______________________ **Grade:** ________

Section: ______________________

Date: ______________________

INFORMATION PROCESSING TOOLS/INTEGRATED ACTIVITIES

SIMULATION EVALUATION SHEET

Received	Description
	Part I--Franchise List
____	Completed worksheet
____	Printout of original letter
____	Printout of corrected letter
Comments:	
	Part II--Report
____	Completed worksheet
____	Printout of report
Comments:	
	Part III--Mod. Letter
____	Completed worksheet
____	Printout of modified letter
Comments:	

Received	Description
	Part IV--Memo
____	Completed worksheet
____	Printout of rough draft
____	Printout of corrected memo
Comments:	
	Part V--Announcement
____	Completed worksheet
____	Printout of announcement
Comments:	
	Part VI--Merged Letter
____	Completed worksheet
____	Printout of draft letter
____	Printout of merged letters
Comments:	

Grades

Part I	____	**Part IV**	____
Part II	____	**Part V**	____
Part III	____	**Part VI**	____

Grade Average: ________

OFFICE GREENERY, INC.

Note of welcome

Welcome to **OFFICE GREENERY, INC.** You are now part of a very successful team of managers and employees at the corporate headquarters in Dallas, Texas.

OFFICE GREENERY, INC. wants to use all the latest information processing tools produced by these industries to expand and facilitate its operations.

About OFFICE GREENERY, INC.

OFFICE GREENERY, INC. is a corporation which designs, delivers, installs, and maintains living and silk foliage and flowers for interior office environments.

Our services include a greenhouse/showroom at each store, free consultations and estimates, sale or lease arrangements, innovative plant designs, degreed horticulturists, uniformed technicians, weekly care, house calls for sick plants, and guaranteed replacement.

Our products include tropical plants such as orchids and dracenas, silk trees such as ficus and palms, blooming plants with seasonal changes, and decorative containers.

OFFICE GREENERY, INC. is the fastest growing company of its kind in the United States with 300 greenhouse/showrooms that grossed $3 billion in 19__. Its name, services and products are sold exclusively through franchise operations.

What is an OFFICE GREENERY franchise?

An OFFICE GREENERY franchise is an agreement in which OFFICE GREENERY, INC. (as franchisor) grants a person or group of people (the franchisee) the exclusive right to use the OFFICE GREENERY name, products, and services for a percentage of gross sales.

About your job with OFFICE GREENERY

JOB DESCRIPTION

Title of job

You are a word processor in the Franchise Development and Training Division in the corporate headquarters in Dallas, Texas.

This division is responsible for providing the franchisees with training workshops and all the latest training materials for store managers and employees. (See the organizational chart.)

The employees in this division communicate by an E-mail system. E-mail is used to send and receive messages within the division and company on a local area network (LAN). It provides current information when a printed copy of the message is not necessary or time "is of the essence."

The division produces a newsletter called "The Greenhouse" which provides information about new products and services and about new available training services. Desktop publishing software is used to produce and print the entire newsletter.

The division prepares training materials which are used by trainers in workshops conducted at the franchisee's site and at the corporate headquarters. The trainers apply all kinds of new technology, such as presentation graphics, to provide information about the products and services, business procedures, marketing campaigns, store layouts, and plant arrangements.

The division develops other training materials throughout the year that are sent by facsimile to each franchisee throughout the country.

Summary of job

A word processing operator uses a microcomputer/workstation which is on a LAN (local area network) to all those in the division. The integrated software program and data files are stored on the company's mainframe computer. These workstations are also networked to a laser printer.

A word processing operator is responsible for preparing a variety of written communications, as well as training materials. These materials may be sent by facsimile to franchisees, may be placed on the electronic mail system and may be incorporated into the newsletter through scanners to the desktop publishing software.

Specific duties of the position

A word processor must have good computer skills, including knowledge of basic word processing concepts and skills. She/he must be detail-oriented and have good typing speed.

A word processor must know basic office skills and possess written communications skills, human relation skills, and organizational skills.

OFFICE GREENERY, INC.

Organization Chart

President Chief Executive Officer

Shirley Morris

Senior Vice President

Marsha Shubert-Altberg

Vice President Finance	**Vice President Franchise Operations**	**Vice President Human Resources**
Gary Wright	Don Smythe	Paula Myers
Budgeting **Accounting** **Payroll and Purchasing**	**Marketing** **Franchisee Development and Training**	**Personnel Services** **Records Management** **Reprographics**

Linda Powell
Director of Training

YOUR BOSS

114

Part I

Type a list of new franchisees and the dates of their training workshops into a database. This list will be placed on the E-mail system and then faxed to those franchisees involved.

NEW TRAINING WORKSHOPS

Name	Address	Workshop Date
David and Jan Steinberg	Office Greenery 434 First Street Sherman, TX (214) 733-4100	November 7-9, 19--
Margaret Plummer	Office Greenery 789 SW Elm Street Austin, TX (512) 843-0982	December 5-7, 19--
Charles Evans	Office Greenery 10 Commerce Street Houston, TX (713) 231-9923	January 9-11, 19--
Judy Marsh and Sandra Adams	Office Greenery 812 N. 2nd Street Houston, TX (713) 234-6545	February 6-8, 19--
Michelle Welch	Office Greenery 132 N. Lamar Beaumont, TX (409) 885-0081	March 12-14, 19--
Stephen Goodman	Office Greenery 882 Mission Place San Antonio, TX (512) 436-7228	April 17-19, 19--

Part II

Type an interoffice memo to the training staff to be put on E-mail reminding them about the next training staff meeting.

TO: Training Staff

FROM: Linda Powell, Director

DATE: September 4, 19--

SUBJECT: MONTHLY STAFF MEETING

Please mark you calendars for September 11, 19--, for a staff meeting. The meeting will be held in Training Room A at 9:00 a.m. Coffee and danish will be available.

The following discussion topics are on the agenda:

--Introduction of newly-hired staff trainer Bob Morton.

--Appointment of staff trainers to the next six training workshops for new franchisees.

--Development of workshop agendas.

--Discussion of new silk plants: 4 varieties of orchids--star, moth, boat and Christmas.

--Development of booklet to present and show how to display all tropical plant arrangements.

If you have any additional items you wish to have included on the agenda, please see me immediately.

I want to thank you for your cooperation during our annual stockholders meeting in July. It was a successful event. Ms. Morris, CEO, wants me to extend her congratulations on a job well done.

Part III

Type up the minutes of the training staff meeting of September 11, 19--. Ten copies should be printed on the laser printer and distributed to all persons at the meeting. Use the format provided unless directed differently by your supervisor.

OFFICE GREENERY, INC.

Meeting of Training Staff, September 11, 19--

Time and Place of Meeting The monthly meeting of the training staff of OFFICE GREENERY, INC. was held on Thursday, September 11, 19--, at 9:00 a.m. in Training Room A of the corporate headquarters building.

Roll Call The following staff were present: Linda Powell, Director; Tom Smith, Jackie Blackburn, Jerry Collins, Hal Bronson, Debbie Marston, Kathy Dempsey, and Bob Morton.

Approval of Minutes The minutes of the August meeting, which were distributed to all staff, were approved.

Reports of Committees There were no reports.

Unfinished Business There was no unfinished business to be considered.

New Business Bob Morton was introduced to the training staff. He has had five years in training with another company.

Linda Powell and her staff discussed appointments for the next six training workshops for new franchisees. They follow:

Sherman	Nov. 7-9	Linda Powell Bob Morton
Austin	Dec. 5-7	Kathy Dempsey Tom Smith
Houston	Jan. 9-11	Jackie Blackburn Jerry Collins
Houston	Feb. 6-8	Debbie Marston Hal Bronston
Beaumont	Mar. 12-14	Kathy Dempsey Bob Morton
San Antonio	Apr. 17-19	Linda Powell Tom Smith

New Business Continued

The workshop agendas will be developed by the paired trainers and presented at the next monthly staff meeting.

The four new silk orchids were shown to the staff by Marjorie Littern of the marketing staff.

Marketing has begun a new advertising campaign to promote all tropical plant arrangements, especially orchids. Ms. Littern asked Training to work together with Marketing on a special booklet to show how to display tropical plants.

A working committee will be formed by two members of each staff who will report back to the division directors in one week.

Next Meeting

The next meeting will be held in October, but the exact date will be determined later.

Respectfully submitted,

Sally Everman,
Secretary

Linda Powell,
Director of Training

Date

Part IV

Type the news release on the next page using word processing software. This article will be put in the next issue of the company newsletter "The Greenhouse." Use Option A if your word processing/desktop publishing software has these capabilities. Or, use Option B if your software has limited capabilities. Print a copy of the final document.

Option A

1. Center the title--ORCHIDS, ORCHIDS, ORCHIDS, ORCHIDS
2. Highlight title and change to bold, Times Roman/Dutch, 14 point.
3. Highlight the remaining text and change it to:
    - Single spacing
    - Times Roman/Dutch
    - 12 point
    - Two columns (if possible) with title across both columns
4. Italicize and bold the following:
    - star orchid
    - moth orchid
    - boat orchid
    - Christmas orchid

Option B

1. Center the title--ORCHIDS, ORCHIDS, ORCHIDS, ORCHIDS
2. Change the title to bold, Courier, 12.
3. Change the remaining text to:
    - Single spacing
    - Courier
    - 10
    - Two columns if possible with title across both columns

4. Italicize and bold the following:

   - star orchid
   - moth orchid
   - boat orchid
   - Christmas orchid

Part IV

FOR IMMEDIATE RELEASE

ORCHIDS, ORCHIDS, ORCHIDS, ORCHIDS

OFFICE GREENERY, INC. has contracted with Tropics, Incorporated to supply its franchisees with four new varieties of silk orchids.

This introduction coincides with a new advertising campaign to highlight all tropical plant arrangements.

The star orchid is pale green with a yellow lip and tiny, deep purple spots. Its blossoms are shaped like a five-pointed star. These small orchids should be bunched in an arrangement.

The moth orchid is pure white. Its blossoms resemble a large moth. Place these orchids in ones or twos with dark green, leafy plants.

The boat orchid blossoms resemble a small boat with a canopy. They are gold with dark striping. Several orchids are found on one long stem.

The Christmas orchid has pale lilac blossoms with a darker purple and yellow lip. This orchid grows singly on a long stem. It is this variety of large orchid which is made into corsages by florists.

A booklet is being developed by Marketing and Training to show and explain the appropriate displays of these orchids. It will be available by October 15.

# # #

MICROCOMPUTER APPLICATIONS

SECTION VII

SOCIAL IMPLICATIONS

SIMULATIONS

INSTRUCTIONS

The social implications of using computers are really just the tip of the iceberg in today's technologically enhanced world. What will come tomorrow in technological advances and social problems can only be imagined. The Social Implications simulations were designed to touch upon some of the issues facing the student and the community on a day-to-day basis.

There are two simulations included in this section. The one-hour simulation was designed for the one-semester microcomputer applications course. The three-hour simulation is designed for a full-year microcomputer applications course.

The simulation contains the following:

1. Four case studies involving the following issues:

   Case 1--Computerized Dialing System Ethics
   Case 2--Software Copyright Laws
   Case 3--Mass Mailings
   Case 4--Computer Tampering

2. Summary of information on three computer related jobs.

3. Summary of article involving computer ethics in business.

Instructions for One-Hour Simulation

1. Have students complete all four case studies.

2. Follow up this activity with discussion.

3. These case studies could be used as either an activity prior to the test or could be included as a portion of the test.

Instructions for Three-Hour Simulation

1. Have students select three of the computer-related jobs listed and additional computer positions that you provide. Secure several copies of the Dictionary of Occupational Titles or the Occupational Outlook Handbook for student use and to assist in completing the summary sheets. (Duplicate three sheets for each student)

2. Have students complete all four case studies and follow up this activity with discussion.

3. Provide students with a format to use to summarize article on ethics.

ANSWERS

Summary of Computer-Related Career Information

Evaluated to the satisfaction of the instructor.

Cases 1-4

Evaluated to the satisfaction of the instructor.

Article Summary

Evaluated to the satisfaction of the instructor.

Name: ____________________ **Grade:** ________

Section: ____________________

Date: ____________________

SOCIAL IMPLICATION SIMULATIONS EVALUATION SHEET

Received	**Description**
One-Hour Simulation	
_____	**Ethics Case 1**
_____	**Ethics Case 2**
_____	**Ethics Case 3**
_____	**Ethics Case 4**

Comments:

Received	**Description**
Three-Hour Simulation	
_____	**Ethics Case 1**
_____	**Ethics Case 2**
_____	**Ethics Case 3**
_____	**Ethics Case 4**
_____	**Job summaries**
_____	**Article summary**

Comments:

Grades

One-Hour Simulation

Case 1 _____

Case 2 _____

Case 3 _____

Case 4 _____

Overall grade _____

Grades

Three-Hour Simulation

Case 1 _____

Case 2 _____

Case 3 _____

Case 4 _____

Job Summary _____

Article Summary _____

Overall grade _____

COMPUTER-RELATED JOB ACTIVITY

Using information found in the Dictionary Of Occupational Titles or the Occupational Outlook Handbook, 1988-89 Edition, U.S. Department of Labor, complete information for three of the computer related jobs listed below on the form provided by your teacher. Or you may use other computer related jobs selected by your teacher.

	Occupation	DOT Code
1.	Digitizer Operator (business services; petroleum production)	213.582-010
2.	In-File Operator (business services)	203.362-014
3.	Computer Operator (clerical)	213.362-010
4.	Computer-Peripheral-Equipment Operator (clerical)	213.382-010
5.	Supervisor, Computer Operations (clerical)	213.132-010
6.	Tabulating-Machine Operator (clerical)	213.682-010
7.	Terminal Operator (clerical)	203.582-054
8.	Terminal-System Operator (clerical)	203.362-018
9.	Terminal-Makeup Operator (printing & publishing)	208.382-010
10.	Key-Punch Operator (clerical)	203.582-030
11.		
12.		

COMPUTER RELATED JOB SUMMARY

SELECTED OCCUPATION: **DOT CODE:**

Nature of Work

Working Conditions

Employment

Training

Job Outlook

Good and Bad Points

Earnings

Rating

ETHICS CASE STUDIES

Computers are raising new questions of ethics. Analyze the ethical undertones in the following cases.

CASE 1--COMPUTERIZED DIALING SYSTEM ETHICS

Computerized dialing systems are programmed to dial a list of selected phone numbers and play a prerecorded message. Dialing systems are used to market products, promote politicians, contact delinquent taxpayers, and inform customers that a catalog order is ready for pick-up. Such a system can interrupt and disturb thousands of people daily.

1. Have you ever received a computerized call? If so, for what reason? Was your reaction positive or negative? Did you welcome the opportunity to listen to a prerecorded message?

2. Is this an invasion of individual privacy and time, or is it an ethical use of computers?

3. Are there legitimate, justifiable uses of computer dialing systems?

CASE 2--SOFTWARE COPYRIGHT LAWS

The principal of your high school purchased a $500 word processing software package for the use of the office education teachers. According to the purchase agreement, the software can be used in any classroom and at home. It cannot, however, be copied except for backup copies. After transporting the program disk between school and home for a period of time, one teacher decided to make an extra copy to leave at home.

The teacher knew copying violated the copyright laws, but justified the action as a matter of personal convenience.

1. Did the teacher violate the ethics code? How?

2. What alternatives were available?

CASE 3--MASS MAILINGS

Politicians, catalog order departments, and large retail sellers make use of mass mailing campaigns. Computers and high-speed printers make it possible to generate letters radically.

1. Is mass mailing by politicians an attempt to inform or is it politically motivated? Is it an invasion of privacy? Does it exploit the taxpayer for the personal gain of the politician?

2. Is mass mailing by retailers an invasion of privacy?

CASE 4--COMPUTER TAMPERING

Two high school students, who had recently completed a computer programming class, decided to test their expertise by breaking into the school's mainframe. They were elated when their attempt was successful--a true test of their programming skills! No data was altered and they felt that no damage was caused by their adventure. However, it was later discovered that a computer virus had been introduced into the school's mainframe, causing extensive loss of vital information.

1. Should the students relinquish the software they used to break the system to school officials? This action might enable officials to determine the cause and possible cure for the virus, but it would also expose the action of the boys. What would you do?

2. Was breaking into the computer system a violation of ethics even though there was no criminal motive?

ETHICS ARTICLE SUMMARY

Select an article on computer ethics from a current newspaper or magazine. Prepare a one-page typed summary of the article according to the format provided by your teacher.

MICRO-COMPUTER APPLICATIONS

BO 301 TBH

EDTC Educational Development and Training Center
East Texas State University • Commerce, TX 75428

BEST COPY AVAILABLE

TX90CD10

MICROCOMPUTER APPLICATIONS TEST BANK

Prepared by
Jan Patton
Office Education Curriculum Specialist

Published by
Educational Development and Training Center
East Texas State University
Commerce, Texas

in cooperation with
Texas Education Agency
Vocational Education Programs
Austin, Texas

FIRST EDITION

1990

First printing 1990--500 copies

© 1990, by the Educational Development and Training Center
East Texas State University

All rights reserved. No part of this book may be reproduced in any form or by any means without written permission from the publisher.

Brand names, company names, trademarks,
or other identifying symbols appearing in the text are
used to clarify and identify and do not constitute a
recommendation or endorsement.

To ensure educational equity, this material
has been reviewed to eliminate
bias or stereotyping.

Educational Development & Training Center
East Texas State University ● Commerce, TX 75428

TABLE OF CONTENTS

INTRODUCTORY PAGES

Use and Organization of the Test Bank xi
Microcomputer Application Test Bank File Names xiii

SECTION I: INTRODUCTION TO MICROCOMPUTERS 1

Unit 1: Microcomputer Systems 1
Test questions
True and False 1
Multiple Choice 3
Matching 9
Fill in the Blank 11
Essay 13
Microcomputer Systems Exercise 15
Answers 17
Answer Sheet 19

Unit 2: Keyboarding Techniques 21
Test questions
True and False 21
Multiple Choice 23
Answers 25

Unit 3: Microcomputer System Operations 27
Test questions
True and False 27
Multiple Choice 29
Matching 37
Fill in the Blank 39
Essay 41
Answers 43
Answer Sheet 45
Section I: Competency Matrix 47

SECTION II: INFORMATION PROCESSING 49

Unit 1: Information Processing Procedures 49
Test questions
True and False 49
Multiple Choice 51
Matching 57
Essay 59
Problem 61
Answers 63
Answer Sheet 65

Unit 2: Document Production 67
Test questions
  True and False 67
  Multiple Choice 69
  Matching 75
  Fill in the Blank 77
  Essay 79
Answers 81
Answer Sheet 83
Section II: Competency Matrix 85

SECTION III: INFORMATION MANAGEMENT 87

Unit 1: Introduction to Information Management 87
Test questions
  True and False 87
  Multiple Choice 89
  Matching 93
  Fill in the Blank 95
  Essay 97
  Exercise 99
Answers 101
Answer Sheet 103

Unit 2: Techniques of Information Management 105
Test questions
  True and False 105
  Multiple Choice 107
  Matching 111
  Fill in the Blank 113
  Essay 115
  Exercise 117
Answers 125
Answer Sheet 129
Section III: Competency Matrix 131

SECTION IV: ELECTRONIC SPREADSHEETS 133

Unit 1: Introduction to Spreadsheets 133
Test questions
  True and False 133
  Multiple Choice 135
  Matching 141
  Fill in the Blank 143
  Essay 145
Answers 147
Answer Sheet 149

Unit 2: Spreadsheet Techniques 151
Test questions
  True and False 151
  Multiple Choice 153
  Matching 159
  Fill in the Blank 161
  Essay 163
Answers 165
Answer Sheet 167
Section IV: Competency Matrix 169

SECTION V: INFORMATION PROCESSING TOOLS 171

Unit 1: Telecommunications 171
Test questions
  True and False 171
  Multiple Choice 173
  Matching 175
  Fill in the Blank 177
  Essay 179
  Brief Problem/Case Study 179
Answers 181
Answer Sheet 183

Unit 2: Desktop Publishing 185
Test questions
  True and False 185
  Multiple Choice 187
  Matching 189
  Fill in the Blank 191
  Essay 193
  Brief Problem/Case Study 193
Answers 195
Answer Sheet 197

Unit 3: Electronic Image Transfer 199
Test questions
  True and False 199
  Multiple Choice 201
  Matching 203
  Fill in the Blank 205
  Essay 207
  Brief Problem/Case Study 207
Answers 209
Answer Sheet 211

Unit 4: Networking **213**
Test questions
    True and False 213
    Multiple Choice 215
    Matching 217
    Fill in the Blank 219
    Essay 221
    Brief Problem/Case Study 221
Answers 223
Answer Sheet 225
Section V: Competency Matrix **227**

SECTION VI: INTEGRATED SOFTWARE **229**

Unit 1: Integrated Software **229**
Test questions
    True and False 229
    Multiple Choice 231
    Matching 233
    Fill in the Blank 235
    Essay 237
    Brief Problem/Case Study 237
Answers 239
Answer Sheet 241
Section VI: Competency Matrix **243**

SECTION VII: SOCIAL IMPLICATIONS **245**

Unit 1: Effects on Society **245**
Test questions
    True and False 245
    Multiple Choice 247
Answers 251

Unit 2: Computer Careers **253**
Test questions
    True and False 253
    Multiple Choice 255
Answers 257
Section VII: Competency Matrix **259**

ACKNOWLEDGEMENTS

Special gratitude and appreciation is extended to the following persons for their cooperation in planning, writing, reviewing, and evaluating the materials developed through this project.

TEXAS EDUCATION AGENCY

Robert K. Gordon, Office Education Program Director
Dorothy Baum, Office Education Program Specialist
David Childs, Office Education Program Specialist

TEST BUILDER PROGRAMMER

John Steffee, Robert E. Lee High School

CURRICULUM WRITING COMMITTEE

Bette Carpenter, Randall High School
Cheri Halderman, Allen High School
Mae Holmes, Schertz High School
Gary Schepf, Nimitz High School
Rebecca Gatlin, Garland County Community College

The following Project Advisory Committee members were instrumental in providing input into the test questions and assisted in field testing the project.

Sheila Baker, Robert E. Lee High School
Shirley Bray, Tascosa High School
Debbie Easter, Leander High School
Emma T. Garza, Memorial High School
Alma Gwin, Mabank High School
Irene Hinijosa, McAllen High School
Pat Jackson, South Grand Prairie High School
Judy Kirkpatrick, Westwood High School
Linda Langford, Bee County College
Johanna Ledbetter, McAllen High School
Della McDonald, New Caney High School
Sondra Ratliff, Trimble Tech High School
Rose Scholtz, Hondo High School
Mary C. Shrader, Waco High School
Laura Solis, Port Neches-Groves High School
Billie Wetz, Humble High School
Ann Wood, Trimble Tech High School
Mildred Woerndel, Seguin High School

Special credit is extended to the support staff of the Educational Development and Training Center for their continuous support and desire to work as a team.

Mary Hendrix, Director
Rebecca Gatlin, Graduate Assistant
Darlena Murray, Secretary
Linda Cintron and Cindy Johnson, Student Workers

Jonette Almon, Editor
Pat Johnson and Marilynn Smith, Word Processing Specialists
and the staff of the EDTC Print Shop

A special thank you is extended to Darlena Murray for her diligence, continuous support and assistance in the completion of this project.

PREFACE

The test banks for the *Microcomputer Applications Curriculum Guide* were prepared to provide quality instructional materials for instructors of microcomputer application courses in Texas.

These test banks have been developed through a joint effort of the Texas Education Agency and the Educational Development and Training Center located on the campus of East Texas State University at Commerce, Texas.

The purpose of developing these test banks is to provide microcomputer application instructors with test banks coordinated with the *Microcomputer Applications Curriculum Guide* that assists them with course management and flexibility. Suggestions and comments concerning these test banks are requested to be sent to the curriculum specialist at the Educational Development and Training Center.

USE AND ORGANIZATION OF THE TEST BANK

The true and false questions and the multiple choice questions are on the data disks for the *Microcomputer Applications Test Bank*. There is also a hard copy of these tests enclosed in the *Test Bank* book. (See listing of file names on next page.)

Also included in the *Test Bank* book are matching, fill in the blank and essay questions; and brief problems and exercises which can be used at your own discretion. They are not on the *Test Bank* data disks.

MICROCOMPUTER APPLICATIONS
TEST BANK FILE NAMES

SECTION/UNIT	TITLES	DATA DISK	FILE NAME
I.	**INTRODUCTION TO MICROCOMPUTERS**	1	
1	Microcomputer Systems		MAPS1U1
2	Keyboarding Techniques		MAPS1U2
3	Microcomputer System Operations		MAPS1U3
II.	**INFORMATION PROCESSING**	2	
1	Information Processing Procedures		MAPS2U1
2	Document Production		MAPS2U2
III.	**INFORMATION MANAGEMENT SYSTEMS**	3	
1	Introduction to Information Management		MAPS3U1
2	Techniques of Information Management		MAPS3U2
IV.	**ELECTRONIC SPREADSHEETS**	4	
1	Introduction to Spreadsheets		MAPS4U1
2	Spreadsheet Techniques		MAPS4U2
V.	**INFORMATION PROCESSING TOOLS**	5	
1	Telecommunications		MAPS5U1
2	Desktop Publishing		MAPS5U2
3	Electronic Image Transfer		MAPS5U3
4	Networking		MAPS5U4
VI.	**INTEGRATED SOFTWARE**	5	
1	Integrated Software		MAPS6U1
VII.	**SOCIAL IMPLICATIONS**	6	
1	Effects on Society		MAPS7U1
2	Computer Careers		MAPS7U2

144

TRUE AND FALSE

1. A function of primary memory is storing of the program being executed.
2. Standard XT keyboards have 101 keys.
3. Enhanced AT keyboards have 101 keys.
4. Hercules monochrome monitors have similar resolution to the VGA monitor.
5. Daisy wheel printers are good for letter quality documents and graphic presentations.
6. Laser printer documents are referred to as typeset quality.
7. Modems generally come in three speeds: 300, 1200, and 1800 baud.
8. RAM is stored in chips.
9. CGA monitors will display 16 colors at a resolution of 640 by 200 pixels.
10. Hard disks were developed by IBM.
11. Optical mice track movement by measuring changes in the puck's position in an underlying coordinate grid in the mouse pad.
12. Mechanical mice track desktop movement by measuring the movements of a rolling ball housed in the puck which is dragged across the surface.
13. Hard disks are devices which allow 20 to 40 Mb of storage to be placed on an expansion port.
14. Public domain programs are available through organizations, bulletin boards, or individuals.
15. Computer manufacturers are now the major source of programs.
16. Magazines are the major vehicle for software advertising.
17. In identifying a desired outcome in a program, the factors to be considered are: form, medium, and frequency.
18. Shareware uses an honor system.
19. Software varies in quality as well as price.
20. As technology advances, the ability and price of personal printers advance.
21. VGA monitors can display 256 colors.
22. 12-pin printers are referred to as letter-quality.
23. Monochrome monitors must have three times as many pixels as do color.
24. Memory locations are numbered and called addresses.
25. Data on disks are organized into records.

MULTIPLE CHOICE

1. The first microcomputer chip available to the public was the INTEL _____.

A. 6502
B. 65C02
C. 8008
D. 8080

2. Which of the following was NOT one of the first "home" computers?

A. Apple II
B. Commodore Pet
C. Texas Instrument 99-4A
D. TRS-80 Model 1

3. The early microcomputers were sold with _____ memory.

A. 2K to 8K
B. 4K to 16K
C. 16K to 32K
D. 24K to 64K

4. _____ is thought of as the brain of the computer.

A. ALU
B. Bus
C. Clock
D. CPU

5. _____ may be considered the nervous system of the computer.

A. Arithmetic/Logic Unit
B. Bus
C. Clock
D. Register

6. Memory that cannot be changed is known as _____.

A. Primary
B. RAM
C. ROM
D. Secondary

7. Information is stored in concentric rings called _____.

A. Granules
B. Records
C. Sectors
D. Tracks

8. Tracks are organized into a number of _____.

A. Granules
B. Records
C. Rings
D. Sectors

9. When moving a hard disk, using the command _____ positions the read/write head in a safe place.

A. PARK
B. PARKDISK
C. SHIPDISK
D. SHIPLOCK

10. Which of the following is NOT an example of secondary memory?

A. Bernoulli box
B. Hard card
C. Microchip
D. Optical disk

11. The computer screen is composed of many little dots called what?

A. Cells
B. Graphics
C. Lights
D. Pixels

12. Color monitors use three pixels. Which of the following is NOT one of the primaries of light?

A. Blue
B. Green
C. Red
D. Yellow

13. _____ monitors have the lowest resolution.

A. CGA
B. EGA
C. RGB
D. VGA

14. _____ monitors can show any 16 colors at once out of a total of 64 colors.

A. CGA
B. EGA
C. RGB
D. VGA

15. _____ monitors have the highest resolution.

A. CGA
B. EGA
C. RGB
D. VGA

16. The father of computers is _____.

A. Howard Aiken
B. Charles Babbage
C. Herman Hollerith
D. Blaise Pascal

17. The first programmer was _____.

A. Howard Aiken
B. Charles Babbage
C. Herman Hollerith
D. Ada Lovelace

18. The _____ was the first electronic computer to utilize the stored program concept.

    A. EDSAC
    B. ENIAC
    C. MARK I
    D. UNIVAC I

19. The first generation of computers was characterized by the use of:

    A. Integrated circuits
    B. Microprocessors
    C. Transistors
    D. Vacuum tubes

20. The second generation of computers used _____.

    A. Integrated circuits
    B. Microprocessors
    C. Transistors
    D. Vacuum tubes

21. The third generation of computers were the first to use _____.

    A. Integrated circuits
    B. Microprocessors
    C. Transistors
    D. Vacuum tubes

22. The fourth generation of computers used _____ which were derived from integrated circuits.

    A. Artificial intelligence
    B. Microprocessors
    C. Transistors
    D. Vacuum tubes

23. The operating systems that use terminology very close to normal English syntax are known as _____.

    A. Artificial intelligence
    B. Disk
    C. Laser
    D. Microprocessor

24. The standard matrix for dot matrix printers is _____ dots high and _____ dots wide.

    A. 6, 9
    B. 9, 12
    C. 10, 12
    D. 12, 15

25. On a dot matrix printer, the darker letters caused by dots moving slightly and repeatedly resulting in a more dense pattern allow the print to be classified as _____.

    A. Bold
    B. Condensed
    C. Italics
    D. Near-letter quality

26. Which of the following does NOT describe the Apple Laser Writer?

    A. First postscript writer
    B. Page description language
    C. Prints in several colors
    D. Reproduces anything

27. _____ programs deal with the processing of words for research papers, books, etc.

A. Database
B. Spreadsheet
C. Utility
D. Word processing

28. _____ programs perform mathematical calculations on columns and rows of numbers.

A. Database
B. Spreadsheet
C. Utility
D. Word processing

29. _____ programs are designed to organize and sort lists of information.

A. Database
B. Spreadsheet
C. Utility
D. Word processing

30. _____ programs have advanced more than any other area.

A. Communication
B. Graphic
C. Utility
D. Word processing

31. _____ programs allow computers to interact with other computers over phone lines.

A. Communication
B. Database
C. Utility
D. Word processing

32. Integrated packages offer several programs in one. Which of the following is an example of an integrated package?

A. Excel
B. MicroSoft Word
C. Reflex
D. Symphony

33. _____ programs are designed to enhance and improve personal computer operations.

A. Communication
B. Graphic
C. Utility
D. Word processing

34. Which of the following is NOT a programming language for microcomputers?

A. BASIC
B. Macro Assembler
C. Norton
D. Pascal

35. _____ advertise nationally and produce versions of their popular programs for all the popular computers.

A. Computer manufacturers
B. Individuals
C. Software publishers
D. User groups

36. Which of the following is NOT a factor in selecting or choosing software?

A. Cost effectiveness
B. Convenience and ease of use
C. Potential for expansion
D. Suitability for task

37. A factor in evaluating a proposed hardware/software system is _____.

A. Additional training requirements
B. Compatability with associated software
C. Delivery schedule
D. Design of reports

38. Which of the following is considered a standalone word processing program?

A. Dbase III
B. Lotus 1-2-3
C. MicroSoft Works
D. Word Perfect

39. Of the following, _____ is used as a standalone spreadsheet program.

A. Quattro
B. Reflex
C. Symphony
D. Tornado

40. _____ is a standalone database program, one which organizes and sorts lists of information.

A. Quattro
B. Reflex
C. Symphony
D. Ventura

41. _____ is a graphics program that is designed specifically for the graphic representation of data.

A. Apple Works
B. Multiplan
C. Norton
D. PageMaker

42. _____ contains utilities, language processor, and a user interface shell.

A. Harvard Graphics
B. Macro Assembler
C. Multiplan
D. PRO-DOS

43. An example of a utilities program is _____.

A. Excel
B. FORTRAN
C. Quattro
D. Tornado

44. _____ systems use the same technology used in the recording of music on compact digital audio systems.

A. Bernoulli box
B. Hard disk
C. Laser disk
D. Optical disk storage

45. Which of the following is NOT a function of primary memory?

A. Stores the buffer for secondary memory
B. Stores the data being used by that program
C. Stores the operating system of the computer
D. Stores the program being executed

46. The Apple _____ is often used for business applications.

A. II
B. IIe
C. IIgs
D. Macintosh

47. _____ are memory locations within the CPU where the CPU holds data for processing.

A. Addresses
B. Registers
C. Sectors
D. Tracks

48. The _____ is the fastest and best microprocessor available (according to MAP).

A. 8086
B. 8088
C. 80286
D. 80386

49. A _____ printer performs much like a typewriter.

A. Daisy wheel
B. Dot matrix
C. Ink jet
D. Laser

50. Color option kits for _____ make them an excellent choice for graphics applications.

A. 24-pin dot matrix printers
B. Ink jet printers
C. Plotters
D. Postscript laser printers

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Made up of rods and beads.
2. Made up of rods or bones.
3. Calculator operated by turning dials.
4. Used data processing techniques to form patterns on cloth.
5. Controlled automatically by instructions punched into paper tape attached to the computer.
6. First electronic computer developed under a contract from the U.S. Army.
7. First electronic computer to utilize the stored program concept.
8. First commercial computer.
9. First machine to use a stored program concept.
10. Invented by Blaise Pascal to multiply and divide.

A. Abacus
B. EDVAC
C. ENIAC
D. Jacquard's Loom
E. Machine Arithmetique
F. MARK I
G. Napier's Bones
H. UNIVAC I

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

11. Based upon the advent of artificial intelligence operating systems.
12. Used vacuum tubes.
13. First to use integrated circuits.
14. Used transistors.
15. Used microprocessors, causing computers to be 100 times smaller than previous generations.
16. Computers in this generation were very slow, expensive to run and build.
17. Programmed with enormous banks of data based on expert opinion.
18. Smaller and required less power than previous generations.
19. Heat and maintenance were also major problems.
20. First generation to be programmed with English-like commands instead of numbers.

A. First Generation
B. Second Generation
C. Third Generation
D. Fourth Generation
E. Fifth Generation

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. _____ wrote and exchanged early software and application programs on tape and disk.
2. The very first microcomputers required the programmer to know _____ in order to program a computer.
3. CPU stands for what?
4. ROM stands for what?
5. RAM stands for what?
6. ______ printers represent characters by selecting certain dots out of an established pattern.
7. _____ printers print letters and characters found on the end of spokes which are rotated and hit with a hammer.
8. _____ printers use a thermal-transfer engine.
9. _____ printers are lightweight and make good portable printers.
10. ______ draw images and are used exclusively for graphics (type of machine).
11. A(n) _____ can send and receive digital signals over telephone lines.
12. A set of instructions that tells the computer where and how to communicate with disk drives, monitors, keyboards, and other devices is called _____.
13. _____ is the primary operating system for IBM microcomputers.
14. Most Apple microcomputers use _____ as their operating system.
15. _____ software is the pre-packaged software that is usually bought for operating microcomputers.
16. _____ programs are non-copyrighted, written by non-professionals, and are sometimes free.
17. _____ is the operating system designed for the IBM PS/2 microcomputers.
18. _____ invented a technique to speed up the processing of US Census Department's statistical information.
19. Herman Hollerith organized a company that later became known as _____.
20. Floppy disks are made of what?

ESSAYS

1. Explain the difference between a hard disk and a hard card.

2. Why is Charles Babbage known as the father of computers?

MICROCOMPUTER SYSTEMS EXERCISE

HARDWARE is defined as "the physical equipment used for processing information by computer. SOFTWARE is defined as "the list of instructions (programs) and other procedures a computer system uses in information processing. "**In COLUMN 1, label each item at the right as either computer [H]ardware, [S]oftware, or [N]either. If item is HARDWARE, in COLUMN 2, label it as [I]nput, [O]utput, or [N]either. If item is SOFTWARE, in COLUMN 3, label it as [S]ystem, [A]pplication, or [N]either.**

1.	____	____	____	1.	Abacus
2.	____	____	____	2.	Clock
3.	____	____	____	3.	CPU
4.	____	____	____	4.	Dbase III
5.	____	____	____	5.	Floppy disk
6.	____	____	____	6.	Hard disk
7.	____	____	____	7.	Keyboard
8.	____	____	____	8.	Laser
9.	____	____	____	9.	Lotus 1-2-3
10.	____	____	____	10.	Modem
11.	____	____	____	11.	Mouse
12.	____	____	____	12.	MS-DOS
13.	____	____	____	13.	OS/2
14.	____	____	____	14.	Plotter
15.	____	____	____	15.	Printer
16.	____	____	____	16.	ROM
17.	____	____	____	17.	Symphony
18.	____	____	____	18.	Vacuum tube
19.	____	____	____	19.	VGA monitor
20.	____	____	____	20.	Word Perfect

ANSWERS

True and False

1. T
2. F
3. T
4. F
5. F
6. T
7. F
8. T
9. F
10. T
11. T
12. T
13. F
14. T
15. F
16. T
17. T
18. T
19. T
20. F
21. T
22. F
23. F
24. T
25. F

Multiple Choice

1. C
2. C
3. B
4. D
5. B
6. C
7. D
8. D
9. A
10. C
11. D
12. D
13. A
14. B
15. D
16. B
17. D
18. A
19. D
20. C
21. A
22. B
23. A
24. B
25. D
26. C
27. D
28. B
29. A
30. B
31. A
32. D
33. C
34. C
35. C
36. C
37. B
38. D
39. A
40. B
41. D
42. D
43. D
44. D
45. A
46. D
47. B
48. D
49. A
50. A

Matching

1. A
2. G
3. E
4. D
5. F
6. C
7. B
8. H
9. F
10. E
11. E
12. A
13. C
14. B
15. D
16. A
17. E
18. B
19. A
20. B

Fill in the Blank

1. Individuals
2. Machine language
3. Central processing unit
4. Read only memory
5. Random access memory
6. Dot matrix
7. Daisy wheel
8. Laser
9. Inkjet
10. Plotters
11. Modem
12. Operating system
13. MS-DOS
14. DOS3.3
15. Applications
16. Public domain
17. OS/2
18. Herman Hollerith
19. IBM
20. Mylar plastic

Essay

1. The major difference between a hard disk and a hard card is that a hard card is placed on an expansion port and does not require an open disk drive slot in the front of the computer.

2. Charles Babbage is known as the father of computers because of the machine he invented called the analytical engine. His design was very similar to the concepts used in today's computers. Although his machine did not work, later inventors patterned their machines on Babbage's.

Exercise

1. N ____ ____
2. N ____ ____
3. H N ____
4. S ____ A
5. S ____ N
6. H N ____
7. H I ____
8. H O ____
9. S ____ A
10. H I/O ____
11. H I ____
12. S ____ S
13. S ____ S
14. H O ____
15. H O ____
16. N ____ ____
17. S ____ A
18. N ____ ____
19. H O ____
20. S ____ A

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________
11. ________
12. ________
13. ________
14. ________
15. ________
16. ________
17. ________
18. ________
19. ________
20. ________

Fill in the Blank

1. ______________________
2. ______________________
3. ______________________
4. ______________________
5. ______________________
6. ______________________
7. ______________________
8. ______________________
9. ______________________
10. ______________________
11. ______________________
12. ______________________
13. ______________________
14. ______________________
15. ______________________
16. ______________________
17. ______________________
18. ______________________
19. ______________________
20. ______________________

TRUE AND FALSE

1. The alphabetic keys on the computer keyboard are the same on all typewriter keyboards.
2. The punctuation keys on the microcomputer keyboard are not in the same position on typewriter keyboards.
3. The numeric keypad is similar to a ten-key adding machine.
4. When the number lock key is depressed the numeric keypad enters numbers.
5. The cursor movement keys are available on both the typewriter and computer keyboard.
6. The enter key on the computer corresponds to the return key on a regular typewriter.
7. Function keys vary with computers.
8. The delete key is a system control key.
9. Incorrect fingering is impossible.
10. Typographical mistakes made on the computer can be easily corrected.
11. Accuracy level is often 100% on computer assignments.
12. A mouse is a pointing device for a computer screen.
13. When using a mouse, commands must be keyed in on the keyboard.
14. Dialog boxes complicate the use of programs.
15. Graphic interfaces are only used on the MS-DOS computers.

MULTIPLE CHOICE

1. Alphabetic keys on a computer keyboard which are the same as the typewriter include:

A. Alphabetic
B. Number keys on top row
C. Punctuation
D. All of the above

2. Some keyboards combine numeric keypad with:

A. Cursor control functions
B. Punctuation
C. Function keys
D. All of the above

3. An example of a cursor movement key is:

A. Enter key
B. End key
C. Shift lock
D. Function key

4. Specialized keys include which of the following keys:

A. Scroll lock
B. Print screen
C. Insert
D. All of the above

5. How many function keys are available on a computer keyboard?

A. 10
B. 12
C. Either A or B
D. None of the above

6. Which of the following is a system control key?

A. Escape
B. Page up
C. Alt
D. Delete

7. A computer user can:

A. Enter text by touch
B. Enter numbers by touch
C. Use software efficiently
D. All of the above

8. Keyboard accuracy on the computer is partly a matter of:

A. Speed and efficiency
B. Correct fingering
C. Touch typing
D. Luck

9. A mouse for a computer:

A. Is a pointing device
B. Moves along a desktop
C. Replaces typed commands
D. All of the above

10. On screen lists from which commands are chosen are called a:

A. File
B. Menu
C. Structure
D. Program

ANSWERS

True and False

1. T
2. F
3. T
4. T
5. F
6. T
7. T
8. F
9. F
10. T
11. T
12. T
13. F
14. F
15. T

Multiple Choice

1. D
2. A
3. B
4. D
5. C
6. C
7. D
8. A
9. D
10. B

TRUE AND FALSE

1. "Hard Disk" is another name for the contents of the files on the disk.
2. DISKCOPY is the command which makes an exact copy of a certain portion of the files on a disk.
3. MS-DOS commands can be typed in either upper or lower case.
4. MS-DOS file names can be up to 16 characters long.
5. A disk can have information recorded on it before it is formatted.
6. Turning the system on is called a "Cold Boot."
7. The big difference between a television set and a computer monitor is the resolution.
8. On IBM computers, the floppy drives are known by "Number 1" or "Number 2" for each expansion slot.
9. All programs access the printer in the same way.
10. It is important to back up files stored on a hard disk.
11. In MS-DOS, there are two wildcard characters.
12. It is not necessary to press the "Enter" key when executing MS-DOS commands.
13. The MS-DOS command, COPY, can be used to copy one or more files.
14. The syntax for the MS-DOS command, DISKCOPY, IS DISKCOPY B:B: on computers with hard disks.
15. You cannot copy a file onto itself.
16. MS-DOS file names can be any combination of letters, numbers, and some punctuation marks--as long as they begin with a letter.
17. MS-DOS was originally developed by John Johnson at Microsoft Corporation.
18. The MS-DOS command used to erase a directory that is no longer needed is REMOVE DIRECTORY (RD).
19. PRO-DOS is user-friendly and easy to work with because of the nested menu concept it employs.
20. The most often-used option on the PRO-DOS main menu is Applesoft BASIC.
21. The pathname tells PRO-DOS what path to get to a particular file.
22. The PRO-DOS command, LIST, makes an exact copy of a file.

23. A pathname tells PRO-DOS what path to take to get to a particular file.

24. In PRO-DOS, the "\"--when placed between two characters--will take the place of any number of characters between the two.

25. Moisture is very harmful to computer systems.

26. It does not matter if the computer gets considerably hotter than what would be comfortable to a human.

MULTIPLE CHOICE

1. A common term referring to powering up the computer is:

A. Park.
B. Warm Boot.
C. MS-DOS.
D. Cold Boot.

2. The name of the chip which contains instructions to tell the processor where to look for information on how to operate DOS is:

A. ROM Chip.
B. Microprocessor Chip.
C. IBM Chip.
D. RAM Chip.

3. The term "warm boot" refers to:

A. Resetting the computer.
B. Starting programs from a floppy drive.
C. Escaping from a program if needed.
D. All of the above.

4. "MS-DOS" is defined as:

A. The most current operating system for some Apple computers.
B. Device for communicating between computers over telephone lines.
C. Operating system for IBM-compatible computers.
D. Command used to erase a directory.

5. The OS/2 Operating System is:

A. Designed to access service such as CompuSERVE.
B. Designed just like MS-DOS.
C. Designed for the fast and powerful 286 and 386 computers.
D. Designed to communicate between computers.

6. A precaution which should be taken to avoid damaging data stored on a floppy disk is:

A. Turn the computer off before removing disk from disk drive.
B. Write on disk label with felt pen only.
C. Load data onto a hard disk.
D. Consult manual to find out how to print the data.

7. Which is not a MS-DOS command:

A. TXT
B. FORMAT
C. DISKCOPY
D. DELETE (DEL)

8. A wildcard used as a feature of MS-DOS is represented by:

   A. "\"
   B. " *"
   C. "?"
   D. "/"

9. Why is it important to back-up the files stored on a hard disk?

   A. A sudden power surge can cause the files to crash.
   B. A blow to the computer can cause the files to crash.
   C. Both A and B.
   D. None of the above.

10. A hard disk:

    A. Has massive storage capacity.
    B. May be divided into directories.
    C. Eliminates the need for disk-swapping.
    D. All of the above.

11. Which is not true of MS-DOS commands?

    A. Some commands will display more information than what can be contained on one screen.
    B. A command can be executed without pressing the "Enter" key.
    C. Commands can be typed in either upper or lower case.
    D. Some commands will transfer information between disk drives.

12. What is the component on most IBM compatible computers which will activate a warm boot?

    A. Toggle key.
    B. Shift key.
    C. Reset button.
    D. ESCAPE key.

13. An example of a command to use any time the computer with a hard drive is transferred from one place to another is:

    A. DIR
    B. PARK
    C. BAT
    D. OS/2

14. A MS-DOS command used to change the current path to another directory or subdirectory is:

    A. CD
    B. RD
    C. MD
    D. None of the above

15. A microcomputer operating system is:

    A. A low speed printer.
    B. A collection of instructions performed by the computer which are provided by humans.
    C. A set of commands and files that contain the information the computer needs to access the disk drives of the system.
    D. A symbolic language.

16. A modem is:

    A. The versatile and extensive operating system for IBM compatible computers.
    B. A command used to display the listing of files on a disk.
    C. A feature of MS-DOS which allows you to perform a command on more than one file at once.
    D. A device for communicating between computers over telephone lines.

17. One of the uses of a modem is:

    A. To back up files stored on a hard disk.
    B. To access services such as CompuSERVE.
    C. To copy files from a disk.
    D. To stop any command which might be executing at that time.

18. Which MS-DOS command would you use to make an exact copy of all files on a disk?

    A. DISKCOPY
    B. DIRECTORY (DIR)
    C. COPY
    D. FORMAT

19. Which MS-DOS command would you use to display a listing of files on a disk?

    A. COPY
    B. FORMAT
    C. DELETE
    D. DIRECTORY (DIR)

20. Which MS-DOS command would you use to erase one or more files from the specified disk drive?

    A. FORMAT
    B. DELETE (DEL)
    C. COPY
    D. DISKCOPY

21. Which MS-DOS command would you use to copy one or more files?

    A. FORMAT
    B. COPY
    C. DELETE (DEL)
    D. DISKCOPY

22. The MS-DOS command that initializes a disk according to a specific format is:

A. DISKCOPY
B. MAKE DIRECTORY (MD)
C. DIR
D. FORMAT

23. What switches can be used with the DIR command?

A. /P
B. /W(Wide)
C. Both A and B
D. None of the above

24. When wildcards are used with MS-DOS, which of the following takes the place of only one character?

A. "?"
B. "*"
C. "/"
D. "\"

25. When wildcards are used with MS-DOS, which of the following takes the place of any number of characters?

A. "/"
B. "?"
C. "\"
D. "*"

26. What is the function of the MS-DOS BACKUP command?

A. To change the current path to another directory.
B. To protect the hard drive against damage whenever the computer is moved.
C. To copy files from one disk drive to another.
D. To allow the disk to be read backwards.

27. You need to access a MS-DOS batch file named "Spanky.Bat". Which of the following commands will you use?

A. Spanky.Exe
B. Spanky.Bat
C. Batch
D. .Bat

28. You need to erase a MS-DOS document file named "BEAR.DOC" from the disk. Which of the following MS-DOS commands will you execute?

A. Bear.Doc Delete
B. Del A:Bear
C. Delete.Bear.Doc
D. Del Bear.Doc

29. Which of the following MS-DOS commands will be used to establish a new, empty directory on a hard disk? (You want to name the disk as your name.)

    A. MD C:(Your Name)
    B. CD C:\(Your Name)
    C. \ MD(Your Name)
    D. MD\C:\(Your Name)

30. Which of the following MS-DOS commands will you use to change the current path from one directory to another directory?

    A. COPY
    B. MD
    C. CD
    D. RD

31. What is the most current operating system for Apple IIc, IIe, and IIgs microcomputers?

    A. MS-DOS
    B. APPLESOFT BASIC
    C. TUTOR: FILER
    D. PRO-DOS

32. Which is a choice for the PRO-DOS user disk main menu?

    A. ?-TUTOR:PRO-DOS EXPLANATION.
    B. F-PRO-DOS FILER (UTILITIES).
    C. Both of the above.
    D. None of the above.

33. The function of the PRO-DOS FILER (UTILITIES) option from the PRO-DOS disk is:

    A. Start a program called Convert.
    B. Organize the information stored on disks.
    C. Start the time and date on the computer manually.
    D. Tells about the computer system you are using.

34. What is the PRO-DOS option which allows the user to start in BASIC programming language?

    A. C-DOS PRO-DOS conversion.
    B. DISPLAY/SET TIME.
    C. PRO-DOS FILER (UTILITIES).
    D. None of the above.

35. What are two kinds of PRO-DOS commands?

    A. Volume and Editing.
    B. File and Copy.
    C. Volume and File.
    D. None of the above.

36. Which of the following is not a rule to follow with PRO-DOS volume names?

    A. Have no spaces or punctuation other than periods.
    B. Be no longer than 18 characters (not including the slash).
    C. Be made up of letters, numbers, or periods.
    D. Begin with a slash, then a letter.

37. In PRO-DOS, what is the command for changing the name of the file without changing what is on the file?

    A. MAKE DIRECTORY
    B. WILDCARD
    C. COMPARE
    D. RENAME

38. The total length of the pathname in PRO-DOS should not exceed how many characters?

    A. 8
    B. 64
    C. 32
    D. 18

39. The PRO-DOS file command which keeps a file from being changed is:

    A. RENAME
    B. SET PREFIX
    C. ALTER WRITE PROTECTION
    D. MAKE DIRECTORY

40. What file command do you use in PRO-DOS if you do not want to re-type the entire path name every time you need to access that file?

    A. SET PREFIX
    B. MAKE DIRECTORY
    C. COMPARE
    D. ALTER WRITE PROTECTION

41. What is the PRO-DOS file command which allows you to see the contents of the directory?

    A. DELETE
    B. LIST
    C. RENAME
    D. COMPARE

42. Which is the name of a PRO-DOS volume command?

    A. COMPARE
    B. FORMAT
    C. TUTOR
    D. All of the above

43. Which is a rule for naming PRO-DOS file names?

    A. Can be no more than 15 characters.
    B. All other letters must be numbers.
    C. May have punctuation marks.
    D. First letter must be a number.

44. Which PRO-DOS file command creates a subdirectory?

    A. SET PREFIX
    B. COPY
    C. MAKE DIRECTORY
    D. RENAME

45. To protect the microcomputer from damaging power surges, a good thing to do is:

    A. Keep unit ventilated.
    B. Keep liquids away.
    C. Use surge-suppressing power strips.
    D. Avoid temperature extremes

46. How can you know if the system being used has a MS-DOS operating system?

    A. A copyright remark for the company that manufactured the ROM BIOS will be displayed.
    B. The useable RAM in the system will be displayed.
    C. The autoexec.bat file will be run.
    D. All of the above.

47. Which is a safeguard against foreign matter entering computer components?

    A. Be careful not to handle computer roughly.
    B. Be careful to avoid extremes of heat.
    C. Be careful to keep computer well ventilated.
    D. Be careful not to let dust or smoke enter the housings.

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Refers to powering up the computer system.
2. Refers to a device for communicating between computers over telephone lines.
3. Refers to the process of resetting the system.
4. This is used to escape from a program or to start some programs from a floppy drive.
5. Refers to a computer component which is located on the mother board and which contains instructions to tell the processor where to look for information on how to operate (DOS).
6. Refers to a term commonly used for a computer monitor.
7. Refers to the operating system for IBM-compatible computers.
8. Refers to the MS-DOS command which makes an exact copy of all files on a disk.
9. Refers to the primary operating system for Apple computers.
10. Refers to a small adhesive-backed strip which, when properly attached, will protect the disk from accidental erasure.

A. CRT
B. Modem
C. PRO-DOS
D. Cold Boot
E. Write Protect Tab
F. MS-DOS
G. ROM Chip
H. DIRECTORY (DIR)
I. DISKCOPY
J. Floppy Disks
K. Warm Boot

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. On IBM computers, the floppy disk drives are known as the_____ and _____ drives.
2. The _____ is a device for communicating between computers using telephone lines.
3. A _____ ______ is a very valuable asset to a computer system because it eliminates the need for spending the time to swap disks.
4. The MS-DOS command, ______ can be used to copy one or more files.
5. The _____command is a very versatile command that is used to display a listing of files on a disk.
6. The _____ _____ is made up of thousands of tiny pixels (dots of light).
7. Resolution is the number of _____ used to make up an image on the monitor screen.
8. The _____ command is the MS-DOS command used to tell the user which files are on the disk.
9. MS-DOS file names can be up to _____ characters long.
10. In naming MS-DOS files, the file name is followed by a _____ and a three-letter extension.
11. Data is organized by MS-DOS into directories and _____.
12. _____ is used to erase a directory that is no longer needed.
13. _____ is the operating system for Apple IIc, IIe, and IIg microcomputers.
14. The PRO-DOS command which lists all files in a certain directory is _____.
15. The PRO-DOS file command which makes an exact copy of a file is _____.
16. _____ and _____ are often thought of as being in a tree structure.
17. Microcomputers should always be completely _____ during a lightening storm.
18. The DOS command _____ should always be executed before moving a system with a hard disk.
19. Keep the unit properly _____. Vents and holes in a computer must not be blocked or covered.

ESSAY

1. Give instructions for formatting a disk as a data disk.

ANSWERS

True/False

1. F
2. F
3. T
4. F
5. F
6. T
7. T
8. F
9. F
10. T
11. T
12. F
13. T
14. F
15. T
16. T
17. F
18. T
19. T
20. F
21. T
22. F
23. T
24. F
25. T
26. F

Multiple Choice

1. D
2. A
3. D
4. C
5. C
6. B
7. A
8. C
9. C
10. D
11. B
12. C
13. B
14. A
15. C
16. D
17. B
18. A
19. D
20. B
21. B
22. D
23. C
24. A
25. D
26. C
27. B
28. D
29. A
30. C
31. D
32. C
33. B
34. D
35. C
36. B
37. D
38. B
39. A
40. C
41. B
42. D
43. A
44. C
45. C
46. D
47. D

Matching

1. D
2. B
3. K
4. G
5. A
6. F
7. I
8. C
9. E
10. H

Fill in the Blank

1. A; B
2. Modem
3. Hard drive
4. COPY
5. DIR
6. Monitor
7. Pixels
8. DIRECTORY (DIR)
9. Eight
10. Period
11. Subdirectories
12. REMOVE DIRECTORY (RD)
13. PRO-DOS
14. LIST
15. COPY
16. Directories; subdirectories
17. Unplugged
18. PARK
19. Ventilated

Essays

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________

Fill in the Blank

1. ______________________
2. ______________________
3. ______________________
4. ______________________
5. ______________________
6. ______________________
7. ______________________
8. ______________________
9. ______________________
10. ______________________
11. ______________________
12. ______________________
13. ______________________
14. ______________________
15. ______________________
16. ______________________
17. ______________________
18. ______________________
19. ______________________

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION I

SECTION I		QUESTION TYPES				
Unit	Comp.	T/F	MC	Match	Fill-in	Essay
1	1		4-8,10-12	1-10	3-5,12-14, 17,20	
	2	10,20	1-3,16-22,48	1-20	1,2,18,19	2
	3	2,3	3,44,46			
	4	2,3,5,6,21-24	45-47			1
	5	1,4,7,9,11-13	13-15,24,26,37,49		6-11	1
	6	14-19	27-33,35-43,50		15-16	
	7	8,25	9,23,34			
2	1	1,2-8	1-6			
	2	9				
	3	10,11	7-8			
	4	12-15	9-10			
3	1	1,4,10-11,17, 17,21,23	1,3-6,9,11,13, 13,16-18,25-26, 26,32,39,47	1-10	1-3,6-7,11, 13	
	2	6		1,3		
	3	2-4,11-14,18-20,22,24	8,12,14-15,19-24,27-29,31,35-38,40-45	7,9,3	4,5,8-10,14-16,18	
	4	5,15-16	29-30	8	12	1
	5	8-9,20				
	6	25-26	7,10,46,48	6	17,19	

TRUE AND FALSE

1. Information read from source documents can be taken from many forms.
2. The entered information is usually saved on the disk at the input step of the cycle.
3. The first three steps of the document cycle--input, processing, output--are usually completed by one individual.
4. A stored document cannot be revised at a later date.
5. A text should be put through the processing step prior to the input step.
6. Every document goes through every step of the document cycle.
7. The user requests certain production features desired for his/her software needs.
8. Computers with minimal memory can usually handle professional-grade software with added production features.
9. Arithmetic functions within word processing software are capable of advanced mathematical calculations.
10. The thesaurus production feature, provides antonyms to aid in writing.
11. Using the spelling checker feature, the user may add specialized business vocabulary.
12. The sort routine is intended for use with long documents, even entire books.
13. The sort routine is available with all word processing programs.
14. Designation of function keys varies among software packages.
15. The help screen edits the text.
16. Options related to printing must be chosen before using the print function key.
17. Overtype/Insert function key gives the user two options for editing a text.
18. The print function key is used during the processing step of the document cycle.
19. Function keys can be used as a substitution for production features.
20. Although software packages differ, common terminology has emerged.
21. Usually the pitch is chosen after typing in the text.
22. Using a header or footer is appropriate when the document is short.
23. Some software packages display a ruler at the top of the screen to aid in formatting.
24. Editing allows the user freedom to correct errors and make changes in the document.

25. Moving a line of text from one part of a document to another is impossible in most software packages.

26. Many software packages can automatically control page breaks for longer documents.

181

MULTIPLE CHOICE

1. The _____ is a sequence which is normally followed in processing of information in print.

A. Input cycle
B. Organizational cycle
C. Processing cycle
D. Document cycle

2. Which process is not in the document cycle sequence?

A. Storage
B. Exit
C. Retrieval
D. Input

3. _____ is the process where information is taken from source documents and key-entered into a word processing package.

A. Output
B. Processing
C. Input
D. Storage

4. The process where entered text may be edited, revised, rearranged, formatted, etc., to reach its final form is called:

A. Processing
B. Distribution
C. Input
D. Retrieval

5. _____ is used when a modified form of the document is needed at a later date.

A. Storage
B. Output
C. Retrieval
D. Files

6. The printing of the completed document is referred to as _____.

A. Distribution
B. Output
C. Processing
D. Retrieval

Which step of the document cycle would you use in examples 7-13 below?

7. The president of the company gives you a handwritten newsletter.

A. Input
B. Storage
C. Output
D. Distribution

8. The supervisor wants a permanent record of your report for further reference.

A. Input
B. Storage
C. Processing
D. Distribution

9. The boss adds an explanation paragraph to the letter you have already input and stored on a diskette. Which is the first step?

   A. Retrieval
   B. Input
   C. Processing
   D. Output

10. The inquiry letter you sent three months ago needs to be revised and sent again.

   A. Retrieval
   B. Processing
   C. Distribution
   D. Input

11. You are given three memos to be delivered to the top executives of the company.

   A. Input
   B. Storage
   C. Output
   D. Distribution

12. You are called to an emergency meeting out of town in the middle of entering a news release.

   A. Processing
   B. Distribution
   C. Input
   D. Output

13. You want to see the printed copy of your office memorandum.

   A. Input
   B. Storage
   C. Output
   D. Distribution

14. Which of the following is not a production feature?

   A. Graphics
   B. Arithmetic function
   C. Thesaurus
   D. Sort routine

15. The _____ will identify any words that are not found in the memory dictionary.

   A. Thesaurus
   B. Conversion routine
   C. Encyclopedic feature
   D. Spelling checker

16. When organizing materials using headings or key words the professional might use the _____ feature.

   A. Sorting
   B. Outlining
   C. Indexing
   D. Arithmetic

17. _____ refers to the feature which can transport text for access by other software packages.

   A. Sort routine
   B. Conversion routine
   C. Indexing
   D. Arithmetic

18. The _____ will permit arranging certain terms or sections of text into a desired sequence, such as alphabetized reference lists.

    A. Indexing feature
    B. Outlining feature
    C. Sort routine
    D. Conversion routine

Which of the following production features would you use in the examples below?

19. A report is due on production costs concerning your product for the past fiscal year.

    A. Arithmetic function
    B. Spelling checker
    C. Indexing feature
    D. Sort routine

20. The word "Aesthetic" appears in a memo, but you are unsure of its spelling.

    A. Spelling checker
    B. Thesaurus
    C. Indexing feature
    D. Sort routine

21. A word processing textbook has been entered into the computer, and you need a list of identifying topics.

    A. Sort routine
    B. Indexing feature
    C. Outlining feature
    D. Conversion routine

22. You have worked overtime and you still have not completed the report, so you take the work home to finish on your system.

    A. Sort routine
    B. Indexing feature
    C. Outlining feature
    D. Conversion routine

23. The president of the association asks for an alphabetical listing of all district chairpersons.

    A. Outlining feature
    B. Indexing feature
    C. Conversion routine
    D. Sort routine

24. The research findings must be turned in tomorrow, but your editing session reveals overused words.

    A. Spelling checker
    B. Indexing feature
    C. Thesaurus
    D. Sorting routine

25. The notes from the meeting have already been entered into the computer, but you want them organized for quick, easy reference.

    A. Outlining feature
    B. Indexing feature
    C. Sorting routine
    D. Thesaurus

26. What are the special keys on a keyboard which can be used by application software?

A. Production keys
B. Feature keys
C. Function keys
D. Data keys

27. _____ refers to the function key which calls up immediate explanations of a selected command.

A. Files
B. Help screen
C. Exit
D. Retrieval

28. Which of the following is not an example of a typical function key assignment?

A. Print
B. Overtype/insert
C. Mail/merge
D. Files

29. _____ is used for operating system commands without leaving the word processing program.

A. Files
B. Help screen
C. Exit
D. Print

30. The special key which allows a choice between two different editing modes is _____.

A. Mail/merge
B. Boldface/underline
C. Header/footer
D. Typeover/insert

31. Which command gives a fast ending to a program?

A. Help
B. Print
C. Exit
D. File

Which of the following function keys would you use in the examples below?

32. You want to center the report title, but you are unfamiliar with the system.

A. Help screen
B. Files
C. Exit
D. Print

33. After proofreading the entered data, you find a deleted word.

A. Help screen
B. Files
C. Typeover/insert
D. Print

34. The president wants a hard copy of the company's assets.

A. Overtype/insert
B. Print
C. Files
D. Help screen

35. Rapidly typing you enter "wsa" instead of "was."

A. Print
B. Help screen
C. Files
D. Overtype/insert

36. You forgot how to set the tabulation feature for a paragraph indention.

A. Print
B. Files
C. Help screen
D. Exit

37. You are entering a production report, and your boss wants to see you NOW. It does not seem likely you will get to return to your report today.

A. Help screen
B. Print
C. Exit
D. Files

38. The _____ is the number of characters per inch the printer will use.

A Spacing
B. Pitch
C. Footer
D. Header

39. Which command adjusts the space occupied by each character according to its size?

A. Proportional spacing
B. Justify margins
C. Center
D. Formatting

40. To make the document straight on both sides, the user will choose the _____ command.

A. Proportional spacing
B. Justify margins
C. Center
D. Formatting

41. Making adjustments to a page of text is called _____.

A. Editing
B. Centering
C. Formatting
D. Highlighting

42. Correcting errors in a document is called _____.

A. Editing
B. Centering
C. Formatting
D. Highlighting

43. ______ feature will control the formation of a new page.

A. Hyphenating
B. Insertion
C. Cut and paste
D. Page break

44. Which command allows for dividing words at the end of a line?

A. Hyphenating
B. Cut and paste
C. Typeover
D. Insertion

45. To replace characters on a page the user will choose the _____ feature.

A. Insertion
B. Highlight
C. Typeover
D. Hyphen

46. If a block needs to appear in more than one place, which feature will the user choose?

A. Page breaks
B. Highlighting
C. Cut and paste
D. Insertion

47. Which of the following terms is not referring to editing?

A. Cut and paste
B. Justify margins
C. Hyphenating
D. Page breaks

48. Which of the following terms is not a term referring to the document's appearance?

A. Highlight
B. Pitch
C. Header
D. Indent

49. Which term refers to moving to a specified place in the text when inputting columns?

A. Hanging indentation
B. Center
C. Format
D. Tab

50. To move a line of text from one part of the document to another involves the _____ commands.

A. Highlight
B. Cut and paste
C. Insert
D. All of the above

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Refers to a special group of keys that can be used for specific purposes by application software.
2. Refers to a function key command that quickly and easily ends a program.
3. Refers to such word processing conveniences as a thesaurus, conversion routine, indexing, and arithmetic functions.
4. Refers to a production feature that arranges certain terms or sections into a desired sequence.
5. Refers to a production feature intended for long documents which identifies entries that will later be organized.
6. Refers to the document cycle step which involves editing, revisions, rearrangement, formation, and combination.
7. Refers to a common sequence followed in processing printed information.
8. Refers to a feature where the printed copy is personalized with an individual's name and address.
9. Refers to any text using standard codes which aids in conversion routines.
10. Refers to a function key command used in editing typed data.

A. Production features
B. Indexing feature
C. Function keys
D. Document cycle
E. Overtype/insert
F. Sort routine
G. Processing
H. Exit
I. Mail/merge
J. ASCII format
K. Formatting

ESSAYS

1. Identify and explain the steps in a document cycle.

2. Explain why it is necessary to know the phases of document/information processing regardless of one's position in the business world.

PROBLEM

INSTRUCTIONS: **Examine the document example below. Using an outline form describe what might occur in each of the six steps of the document cycle.**

1. INPUT--information read and key-entered into computer.
2. PROCESSING--the step involving editing, revision, rearrangement, formation, etc.
3. OUTPUT--completed document printed as a hard copy.
4. DISTRIBUTION--mailing or hand delivering the printed document.
5. STORAGE--the filing of the hard copy and/or the saved version on the disk.
6. RETRIEVAL--the saved document on the disk can be pulled up and modified.

The alumni association sends out personalized renewal notices each year with a reminder notice sent approximately 30 days later. As soon as payment is received, the records are updated and an acknowledgement letter is sent.

ANSWERS

True and False

1. T
2. F
3. T
4. F
5. F
6. F
7. T
8. F
9. F
10. F
11. T
12. F
13. F
14. T
15. F
16. T
17. T
18. F
19. F
20. T
21. F
22. F
23. T
24. T
25. F
26. T

Multiple Choice

1. D
2. B
3. C
4. A
5. C
6. B
7. A
8. B
9. A
10. A
11. D
12. A
13. C
14. A
15. D
16. B
17. B
18. C
19. A
20. A
21. B
22. D
23. D
24. C
25. A
26. C
27. B
28. C
29. A
30. D
31. C
32. A
33. C
34. B
35. D
36. C
37. C
38. B
39. A
40. B
41. C
42. A
43. D
44. A
45. C
46. B
47. B
48. A
49. D
50. B

Matching

1. C
2. H
3. A
4. F
5. B
6. G
7. D
8. I
9. J
10. E

Essay

Evaluated to the satisfaction of the instructor.

Problem

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________

TRUE AND FALSE

1. The microcomputer has virtually replaced the typewriter as the most popular tool for producing personal and professional documents.

2. Informal letters have a small amount of text and many formatting requirements.

3. Businesses usually use whatever form is convenient for their correspondence rather than following a prescribed form.

4. Columnar reports include anything with multiple columns.

5. A bulletin is an example of interoffice correspondence.

6. All employees are expected to follow a prescribed form for the company's correspondence.

7. Informal letters require the most formatting requirements.

8. Information usually needs to be centered and spaced when using the bulletin document.

9. Columnar reports usually include multiple pages, page numbers, and footnotes.

10. Most business correspondence follows strict formatting requirements.

11. The most frequently used document in a classroom setting is the manuscript.

12. Editing refers to the many features related to spacing and arrangement of text.

13. Text that is not justified is usually centered on the page.

14. Headers, footers, and page numbering cannot be automatically controlled by the software.

15. Page length is automatically set by the software and cannot be altered.

16. Indentation is used to set up paragraphs or other portions of text to make it read easier.

17. Searching finds one or all occurrences of a selected text.

18. The option to search an entire document is called forward.

19. A designated text can be found and replaced with an optional text using a searching option.

20. Once a text has scrolled off the screen, that text cannot be found again without exiting and reopening the document.

21. Forward, backward, global, and search and replace are all examples of the searching option in the software package.

22. Editing involves inserting and deleting text, copying within a document, and page length and vertical spacing.

23. Professional grade software is usually more difficult to learn than personal grade software.

24. Public domain software is usually found within personal grade software.

MULTIPLE CHOICE

1. Which is a type of document?

   A. Header
   B. Memo
   C. Footer
   D. Tab

2. Which is not a type of document?

   A. Footers
   B. Bulletins
   C. Manuscripts
   D. Informal letters

3. _____ include articles, originals of books, and plays.

   A. Business correspondence
   B. Manuscripts
   C. Bulletins
   D. Columnar reports

4. When information can be lined up with a straight margin on the left, on the right, or both, the user of the word processing software:

   A. Will choose the tabs and indentation formatting feature.
   B. Will choose the page length formatting feature.
   C. Will choose the justification formatting feature.
   D. Will choose the margins formatting feature.

5. Most business correspondence follows a specific form for which feature?

   A. Salutations
   B. Margins
   C. Punctuation
   D. All the above

6. The informal letter consists of:

   A. Mostly text.
   B. Mostly punctuation.
   C. Mostly formatting requirements.
   D. Mostly footnotes.

7. Footnotes occur often in which type of document?

   A. Bulletins
   B. Business correspondence
   C. Columnar reports
   D. Manuscripts

8. Columnar reports include:

   A. Memos
   B. Anything with inserts
   C. Anything with multiple columns
   D. Software

9. Informal letters include:

A. Letters to friends
B. Title page
C. Labels
D. None of the above

10. The XYZ Company has an office manual to follow for standardized formats for their business correspondence. What should be included?

A. Prescribed form for margins
B. Prescribed form for salutations
C. Both A and B
D. None of the above

11. What type of document will you be producing if you prepare a school term paper?

A. Columnar report
B. Bulletin
C. Informal letter
D. Manuscript

12. Which of the following is not an example of an informal letter?

A. Schedules
B. Memos
C. Personal notes
D. Intra-departmental correspondence

13. _____ are documents which usually include multiple pages, page numbers, and frequently footnotes.

A. Bulletins
B. Informal letters
C. Manuscripts
D. Business correspondence

14. Which document type usually involves centering the text on the page?

A. Business correspondence
B. Bulletins
C. Columnar reports
D. Manuscripts

15. Which of the following document types involve the fewest formatting requirements?

A. Manuscripts
B. Business correspondence
C. Bulletins
D. Informal letters

16. You want to post a notice about a new position opening in your department. You will use which type of document?

A. Informal letter
B. Business correspondence
C. Bulletin
D. Manuscript

17. You need to send a reminder about a mandatory departmental meeting scheduled for tomorrow. You will use which type of document?

A. Memo
B. Business correspondence
C. Bulletin
D. Manuscript

18. Which document type would you normally use in an English class?

A. Informal letter
B. Bulletin
C. Columnar report
D. Manuscript

19. Robert Jones submitted an article to a professional business journal for publication. Which type of document did Robert prepare?

A. Business correspondence
B. Columnar report
C. Bulletin
D. Manuscript

20. Mary was assigned the duty of preparing an inventory list of all the products which her company stocks for sale. Which type of document did Mary prepare?

A. Columnar report
B. Manuscript
C. Bulletin
D. Business correspondence

21. Your assignment is to prepare a document which has a notice about an upcoming company picnic. Which type of document will you prepare?

A. Manuscript
B. Columnar report
C. Bulletin
D. Informal letter

22. John, in the Purchasing Department, wants to send a message to Steve in the Finance Department. Which type of document will he prepare?

A. Manuscript
B. Columnar report
C. Bulletin
D. Memo

23. Your company writes a letter to a company in another city. After checking the correspondence manual for standardized format, which document will you prepare?

A. Manuscript
B. Business correspondence
C. Columnar report
D. Bulletin

24. You write a note to a friend congratulating him for a recent honor. Which type of document will you be preparing?

A. Manuscript
B. Columnar report
C. Bulletin
D. Informal letter

25. ___________ refers to the many features related to the physical appearance of the text.

A. Editing
B. Formatting
C. Searching
D. Justification

26. Which of the following is not a choice in arrangement of text?

    A. Margins
    B. Search and replace
    C. Page length and vertical spacing
    D. Justificaion

27. This arrangement choice allows the user to position the left and/or right margins in a straight line.

    A. Tabs and indentation
    B. Margins
    C. Page length and vertical spacing
    D. Justification

28. You are typing a comparison chart with four categories across the top of the page. Which formatting choice will you want to use?

    A. Tabs and indentation
    B. Page length and vertical spacing
    C. Justification
    D. Margins

29. The president of the company wants his/her business correspondence to have straight left and right margins. Which formatting choice would you use?

    A. Justification
    B. Page length and vertical spacing
    C. Margins
    D. Tabs and indentation

30. Textbooks usually incorporate what type of formatting choice?

    A. Justification
    B. Headers, footers, and page numbering
    C. All of the above
    D. None of the above

31. Which of the following formatting choices would you probably not want to use for a one-page business letter?

    A. Margins
    B. Page length and vertical spacing
    C. Tabs and indentation
    D. Headers, footers, and page numbering

32. Formatting is:

    A. The space above, below, and on either side of the text.
    B. Predetermined spacing units.
    C. The many features related to spacing and arrangement of text.
    D. Correcting, rearranging, or changing text.

33. Which formatting feature allows for blank space above, below, and on either side of the text?

    A. Tabs and indentation
    B. Justification
    C. Margins
    D. Page length and vertical spacing

34. Which formatting feature allows the user of the word processing program to line up the information on either or both sides of the text?

A. Tabs and indentation   C. Margins
B. Justification   D. Page length and vertical spacing

35. Which formatting feature controls the information which is to appear at the top or bottom of each page?

A. Headers, footers, and page numbering   C. Tabs and indentations
B. Page length and vertical spacing   D. Margins

36. Which formatting feature allows a document to be printed with different vertical dimensions on the page?

A. Headers and footers   C. Tabs and indentation
B. Page length   D. Margins

37. When a paragraph of text needs to be moved ten spaces from both left and right margins, which formatting feature will be the correct choice?

A. Headers and footers   C. Tabs and indentation
B. Page length and page numbering   D. Margins

38. Which of the following options is not used in searching for selected text?

A. Global   C. Search and replace
B. Forward   D. Locating

39. The user wants to find a specified text and exchange that text with another. Which option would he/she use?

A. Global   C. Search and replace
B. Forward   D. Backward

40. You want to review all references to your company, "Big Bear Bathtubs." Which searching option would you choose?

A. Forward   C. Global
B. Backward   D. Search and replace

41. You have filled your computer screen with text, but decide to change the wording in the initial paragraph. Which searching option do you choose?

A. Forward   C. Global
B. Backward   D. Search and replace

42. After typing a reprimand to a fellow employee, you realize you have used the phrase, "I feel you have misunderstood..." 22 times. Which searching option would you use to find this text and change it to "It seems..."

A.	Forward	C.	Global
B.	Backward	D.	Search and replace

43. You want to find all references to the product you are advertising, from beginning to end. Which searching option would you use?

A.	Forward	C.	Global
B.	Backward	D.	Search and replace

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Information lined up straight with left and/or right margins.
2. Operating system that is an IBM-PC compatible.
3. The correction, rearrangement, or changing of text.
4. The entire document is searched for a specific reference.
5. Moving the cursor to the desired text for manipulation (i.e. insertion, deletion, movement, editing).
6. Moving the cursor to specified references within the document.
7. Preset spacing units that can be set for automatic positioning.
8. Applications software with additional features such as dictionary, spell-check, and page layout.
9. Applications software with many formatting features that take less time to learn.
10. A type of document that usually follows a prescribed organizational format.

A. Locating
B. Searching
C. MS-DOS
D. Business correspondence
E. Editing
F. Justification
G. Personal grade
H. Professional grade
I. Global
J. Tabulation

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. Documents are sometimes categorized by _____ and production requirements.
2. Formatting refers to the many features related to spacing and arrangement of _____ on a page.
3. Columnar reports includes anything with multiple _____.
4. Balancing the type on the __________ is involved in the creation of a bulletin.
5. Headers, footers, and page numbers are information which is formatted at the _____ or _____ of each page.
6. _____ is correcting, rearranging, or changing of text.
7. _____ usually follows a prescribed form with standards for margins, punctuation, salutations, and other details specific to the user.
8. _____ are predetermined spacing units that can be set for automatic positioning.
9. The _____ option in a software package allows the user to find one or all occurrences of a selected text.

ESSAY

1. List, describe, and give examples of two types of documents which were discussed in this unit.

ANSWERS

True and False

1. T
2. F
3. F
4. T
5. F
6. T
7. F
8. T
9. F
10. T
11. T
12. F
13. T
14. F
15. F
16. T
17. F
18. F
19. T
20. F
21. T
22. F
23. T
24. F

Multiple Choice

1. B
2. A
3. B
4. C
5. D
6. A
7. D
8. C
9. A
10. C
11. D
12. A
13. C
14. B
15. D
16. C
17. A
18. D
19. D
20. A
21. C
22. D
23. B
24. D
25. B
26. B
27. D
28. A
29. A
30. C
31. D
32. C
33. C
34. B
35. A
36. B
37. C
38. D
39. C
40. C
41. B
42. D
43. C

Matching

1. F
2. C
3. E
4. I
5. A
6. B
7. J
8. H
9. G
10. D

Fill in the Blank

1. Format
2. Text
3. Columns
4. Page
5. Top; bottom
6. Editing
7. Business correspondence
8. Tabs
9. Search

Essay

(Students may choose two of the following:)

1. Informal letters--mostly text, with few formatting requirements. This would include memos, intradepartmental correspondence, personal notes, and letters to friends.

2. Business correspondence--usually follows a prescribed form. Most organizations have standards for margins, punctuation, salutations, and other details which all employees are expected to follow.

3. Manuscripts--multiple pages, with page numbers and frequently with footnotes. Research papers and school term papers would fall into this category. Articles that are submitted for publication, originals of books, and plays are also examples.

4. Columnar reports--includes anything with multiple columns. Any report that presents numeric or statistical information is usually set up as a columnar report. Other examples are rosters, schedules, inventory lists, or financial reports.

5. Bulletins--Designing a bulletin generally involves balancing the type on the page. Information is usually centered. Notices to be posted, cover sheets for reports and manuscripts, title pages, and some types of labels are examples.

ANSWER SHEET

Matching

1. __________
2. __________
3. __________
4. __________
5. __________
6. __________
7. __________
8. __________
9. __________
10. __________

Fill in the Blank

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________
7. ______________________________
8. ______________________________
9. ______________________________

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION II

SECTION II		QUESTION TYPES				
Unit	**Comp.**	**T/F**	**MC**	**Match**	**Fill-in**	**Essay**
1	1	1,20,24	41,42,44,47-50	9		
	2	2,3,5-6,12-13	1-4,7-13	6,7		1,2
	3	4.7-11,15-16 21-23,25-26	5,6,14-25,38-40, 43,45-46	3-5,8		2
	4	14,17-19	26-37	1,2,10		
2	1	4-6,8-9,11	1-3,5-6,8-9,11-24	2-10	1,3,7	1
	2	20				
	3	1-3,7,10,13-16,23-24	4,7,10,25-37	1,7	2,4-5,8	
	4	12,17,22		3,8,9	6	
	5	18-19,21	38-43	2,4-6	9	

TRUE AND FALSE

1. Databases decrease repetitive work and increase accuracy and efficiency in managing data.
2. A file manager promotes ease of use over more powerful features.
3. A file program is a self-contained system integrating all of the facilities needed for file handling.
4. The digits 0 to 9 can be found in text and numeric fields.
5. Databases are classified by the method and extent of their operations.
6. A true database management system lets you work between at least two files simultaneously.
7. Having data decentralized allows for better security.
8. All occurrences of a record can be deleted at one time.
9. A record can only be updated once.
10. The most sophisticated type of database program is the FMS database type.

MULTIPLE CHOICE

1. Lets you add information to each person's record without worrying about strictly defining each category.

   A. Database editor
   B. Database management system
   C. File manager
   D. File program

2. Eliminates the use of high-level programming languages for handling the data.

   A. Database integrated software
   B. Database management system
   C. File manager
   D. File program

3. Lets you work with more than one file at a time.

   A. Database integrated software
   B. Database management system
   C. File manager
   D. File program

4. Every database is built on:

   A. Fields, data, and files
   B. Fields, records, and data
   C. Fields, records, and files
   D. Rows, columns, and files

5. Commands that can be used to access and process data items are called a(n):

   A. Editor
   B. Organizational plan
   C. Query language
   D. Schema

6. There are _______ types of databases classified by method and extent of operation.

   A. 2
   B. 3
   C. 4
   D. 5

7. There are _______ types of related organizations used in building databases.

   A. 2
   B. 3
   C. 4
   D. 5

8. A type of sequence arranged from highest to lowest is known as _____.

   A. Ascending
   B. Descending
   C. Hierarchical
   D. Vertical

9. _____ is a high-level, English-like language used with databases to make requests.

   A. BASIC
   B. COBOL
   C. Pascal
   D. Query

10. One or more related items of data stored as a unit is known as a _____.

    A. Database
    B. Field
    C. Record
    D. Report

11. When data items are organized in a(n) _____ sequence, the items are ranked from lowest to highest.

    A. Ascending
    B. Descending
    C. Hierarchical
    D. Vertical

12. A set of related records stored together is known as a _____.

    A. Database
    B. Field
    C. File
    D. Record

13. Data items which may contain digits, letters, or special characters are known to be _____.

    A. Alphabetic
    B. Alphanumeric
    C. Numeric
    D. None of the above

14. Inventory and payroll are considered to be database applications in the area of _____.

    A. Accounting
    B. Construction
    C. Personal
    D. Real estate

15. Income tax and scheduling are considered to be database applications in the area of _____.

    A. Accounting
    B. Financial
    C. Personal
    D. Real estate

16. Bid and project management are considered to be database applications in the area of _____.

    A. Accounting
    B. Construction
    C. Medical
    D. Real estate

17. Cost reports and cash management are considered to be database applications in the area of _____.

    A. Accounting
    B. Financial
    C. Medical
    D. Personal

18. Office and pharmacy management are considered to be database applications in the area of _____.

    A. Accounting
    B. Financial
    C. Medical
    D. Personal

19. Property and park management are considered to be database applications in the area of _____.

A. Accounting
B. Construction
C. Financial
D. Real estate

20. Items like 25.86, 1989, and 5 are the only item types found in _____ fields.

A. Date
B. Numeric
C. Special
D. Text

21. Items like 12/25/89 and 2/14/90 are found in _____ fields.

A. Date
B. Numeric
C. Special
D. Text

22. Items like TEXAS, USA, and 1989 are found in _____ fields.

A. Date
B. Numeric
C. Special
D. Text

23. Items like # and % are found in _____ fields.

A. Date
B. Numeric
C. Special
D. Text

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. A subdivision of a record.
2. Data items which may contain digits, letters, or special characters.
3. In the form of a network.
4. Look for all records that meet a selected criteria.
5. Establishing the records and fields to be used.
6. A field or category within a record that is used to identify, select, or sort records.
7. In the form of a tree.
8. A set of related records stored together.
9. One or more related items of data stored as a unit.
10. A collection of data relating to a subject.

A. Alphanumeric
B. Create
C. Database
D. Field
E. File
F. Hierarchical
G. Key
H. Plex
I. Record
J. Search

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. A _____ uses multiple programs to provide software support and control over the use of a database.
2. A _____ field holds the characters A - Z.
3. A _____ field is used to hold formal dates.
4. A _____ field holds values.
5. DBMS stands for what?
6. FMS stands for what?
7. The character @ can be found in a _____ field.
8. Another word for an organizational plan which represents the structure of data from the viewpoint of the user is _______.
9. A _____ field can hold 1,200.00 as an item.

SHORT ESSAY

1. Name two (2) advantages and two (2) disadvantages of database management systems.

2. Name three (3) purposes of a database.

DATABASE EXERCISE

INSTRUCTIONS: To check your understanding of field types found in databases, label each of the following items as either TEXT, DATE, or NUMERIC.

1.________________________

2.________________________

3.________________________

4.________________________

5.________________________

6.________________________

7.________________________

8.________________________

9.________________________

10.________________________

11.________________________

12.________________________

13.________________________

14.________________________

15.________________________

16.________________________

17.________________________

18.________________________

19.________________________

20.________________________

1. SUM(A1..B2)
2. 15.00
3. AMERICA
4. 09/01/89
5. 1,500.00
6. ABC
7. 8.25%
8. 8.25
9. 98
10. 01/01/90
11. @AVG(15)
12. BW
13. 10-5
14. 43.87
15. 38A596
16. 2001
17. 510510.51
18. 510,510.51
19. HELLO
20. #1

ANSWERS

True and False

1. T
2. F
3. F
4. T
5. T
6. T
7. F
8. T
9. F
10. F

Multiple Choice

1. D
2. C
3. B
4. C
5. C
6. B
7. B
8. B
9. D
10. C
11. A
12. C
13. B
14. A
15. C
16. B
17. B
18. C
19. D
20. B
21. A
22. D
23. D

Matching

1. D
2. A
3. H
4. J
5. B
6. G
7. F
8. E
9. I
10. C

Fill in the Blank

1. DBMS (Database Management System)
2. Text
3. Date
4. Numeric
5. Database Management System
6. File Manager System
7. Text
8. Schema
9. Text

Short Essay

1. The advantages are: (1) add, delete, or change data without retyping paper forms or making messy corrections; (2) if new needs arise,the data is already there; (3) updating of a record need only be done once; (4) all occurrences of a record can be deleted at one time; (5) managed correctly, the system is reliable; (6) integrated files allow an overview of the user's business and improve access to data; (7) having the data centralized in one place allows better security; and (8) multiple users can work with the database from different locations.

   The disadvantages are: (1) errors, if not corrected, are perpetuated; (2) the owner of the data can lose control over it; (3) only one user can access a file at one time; and (4) privacy can be compromised.

2. The purposes are: (1) add or delete data within a file; (2) search a file for certain data; (3) update or change data in a file; (4) sort data into some order; and (5) print all or part of a file.

Database Exercise

1. Text
2. Text or Numeric
3. Text
4. Date
5. Text
6. Text
7. Text
8. Text or Numeric
9. Text or Numeric
10. Date
11. Text
12. Text
13. Text
14. Text or Numeric
15. Text
16. Text or Numeric
17. Text or Numeric
18. Text
19. Text
20. Text

ANSWER SHEET

Matching

1. __________
2. __________
3. __________
4. __________
5. __________
6. __________
7. __________
8. __________
9. __________
10. __________

Fill in the Blank

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________

TRUE AND FALSE

1. Access in a tree structure begins at top-level items and proceeds downward.
2. Fields in a hierarchical structure are accessed directly through a related record.
3. Data items in a network structure can have both top-down and bottom-up relationships.
4. A plex structure is similar to a relational structure.
5. Relational types are built separately, but can have records in common.
6. LOTUS 1-2-3 uses a relational structure.
7. When using AppleWorks, the size of the database is limited by the amount of main memory.
8. When making space on a disk for data, you are creating a database.
9. To create a database, define the structure of the data and then enter the data.
10. The minimum number of characters should be reserved when defining the structure of data.
11. Appending data to a file is one of the least frequent activities.
12. All databases permit adding more records.

MULTIPLE CHOICE

1. A _____ is NOT a structural type of a database management system.

A. Hierarchical
B. Logical
C. Network
D. Relational

2. In defining the structure of your data, include the _____.

A. Field, record, and file
B. Field, type, and file
C. Item, record, and value
D. Item, type, and length

3. A(n) _____ is NOT considered a data type.

A. Alphabetic
B. Logical
C. Numeric
D. Value

4. A command like _____ is used to perform updating tasks.

A. APPEND
B. CHANGE
C. MARK
D. PACK

5. In adding records to a database, a command like _____ might be used.

A. APPEND
B. EDIT
C. MARK
D. SELECT

6. Unwanted records can be removed from a database through the use of a command like _____.

A. APPEND
B. CHANGE
C. EDIT
D. RECALL

7. A command like _____ might be used to get a particular piece of data.

A. PACK
B. SELECT
C. SORT
D. UNMARK

8. _____ arranges records within a single file in a sequence.

A. Edit
B. Report
C. Query
D. Sort

9. An example of a _____ structure is when a business is organized by department, the only way to look at the record of an employee in a department is through the department parent record.

   A. Hierarchical
   B. Logical
   C. Network
   D. Relational

10. An example of a _____ structure is when a name could be accessed using a social security number as a key, in addition to the department number.

   A. Hierarchical
   B. Logical
   C. Network
   D. Relational

11. Software like AppleWorks and LOTUS 1-2-3 use a _____ structure.

   A. Hierarchical
   B. Logical
   C. Network
   D. Relational

12. A command like _____ is used to enter data during the creation of a database.

   A. APPEND
   B. DEFINE
   C. EDIT
   D. PACK

13. Enter one _____ at a time when entering data during the creation of a database.

   A. Field
   B. File
   C. Record
   D. Report

14. The _____ function is used to change records that already are part of a file.

   A. Add
   B. Delete
   C. Retrieval
   D. Update

15. Formatted information in a report that is to be sent off to interested parties is prepared using a command like _____.

   A. DISPLAY
   B. LIST
   C. ORDER
   D. RECALL

16. The relational operator _____ means greater than.

   A. =
   B. <>
   C. >
   D. <

17. The relational operator _____ means less than.

   A. =
   B. <>
   C. >
   D. <

18. The relational operator _____ means greater than or equal to.

A. =
B. <>
C. >=
D. <=

19. The relational operator _____ means less than or equal to.

A. =
B. <>
C. >=
D. <=

20. DBMS programs have _____ structural types.

A. 2
B. 3
C. 4
D. 5

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Some relationships can be made.
2. Least flexible.
3. Easy to adapt to new uses.
4. More relationships possible.
5. Not the fastest access, nor the slowest.
6. Fastest to access data.
7. Most flexible.
8. Not the least flexible, nor the most.
9. Limited ability to sort data.
10. Slowest access.

A. Hierarchical
B. Network
C. Relational

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. The structural type _____ stores like a family tree in a top-down order.
2. A _____ structural type allows access at multiple levels.
3. _____ is a traditional-type file that consists of records and fields.
4. A _____ type is composed of tables of data, logically arranged in rows and columns.
5. The name of the _____ is also known as a field or data item.
6. A(n) _____ expression states the condition on which a record is to be retrieved.
7. A(n) _____ expression deals with complex retrievals and the operators AND, OR, and NOT.
8. The _____ of a data value is based upon the number of characters reserved for each attribute.
9. Alphabetic, numeric, or logical refers to what is known as _____.
10. A _____ of data means that you need to get a particular piece of data.

SHORT ESSAY

1. What is a relational operator?

2. In general terms, how do you create a database?

DATABASE EXERCISE

INSTRUCTIONS: **When creating a database, it is important that you understand how the structure appears to the computer. This exercise has four different parts, all of which require you to break down the database segment into NAME OF ATTRIBUTE, DATA TYPE, and LENGTH OF DATA VALUE.**

PROBLEM 1

YEAR	MODEL	TYPE	COST
1962	American Motors	Rambler Color Folder	12.00
1971	American Motors	Javelin Color Postcard	4.00
1968	Chevrolet	Owner's Manual	15.00
1975	Chevrolet	Monza Color Catalog	10.00
1963	Chevy II/Nova	Postcard	5.00
1961	Corvair	Factory Photo	20.00
1979	El Camino	Shop Manual	40.00
1955	Ford	Matchbook	9.00
1955	Oldsmobile	Press Kit	75.00
1970	Chevrolet	Paint Chips Color Folder	10.00

	NAME	DATA TYPE	LENGTH
1.	____________	________________	______
2.	____________	________________	______
3.	____________	________________	______
4.	____________	________________	______

PROBLEM 2

NUMBER	TOPIC	REPORT	PAGE
1452	Indians	Crazy Horse	8
1460	Indians	Sitting Bull	8
1453	Indians	Geronimo	8
9620	Health/Insurance	Medicare	48
9611	Health/Insurance	Buying Life Insurance	48
6101	Wildlife	Snowshoe Rabbit	32
6106	Wildlife	Fox Squirrels	32
6112	Wildlife	Woodchuck	32
1740	Vikings	Viking Costume	1
1157	Vikings	Vikings in North America	6

	NAME	DATA TYPE	LENGTH
1.			
2.			
3.			
4.			

PROBLEM 3

PART	YEAR	DESCRIPTION	PRICE	LB	OZ
B-61	1958-68	Factory Window Sticker	1.50	0	2
D-20	1958-68	Impala Decade Poster	6.75	0	0
D-9	1958-68	Impala Leather Key Fob	2.50	4	0
E-445	1967	Light Switch Knob	9.95	0	0
E-295	1958	Dash Trim Restoration Kit	49.95	0	4
F-310	1963	Trunk Emblem Plastic	25.00	1	0
F-375	1965	Impala "SS" Grille Emblem	41.25	0	8
F-465	1968	Impala "SS427" Grille Emblem	48.00	0	12
L-68	1964	"SS" Console Lens	7.95	0	12
L-10	1960	License Lamp Lens	6.20	0	6

	NAME	DATA TYPE	LENGTH
1.			
2.			
3.			
4.			
5.			
6.			

PROBLEM 4

NUMBER	DESCRIPTION	SPECIFICS	REGULAR PRICE	SALE PRICE	SUPER SALE
L0674	Soft Carrying Case	IBM PC	89.95	67.95	45.20
L2753	CH Premium Joystick	MACH I-IBM	28.95	22.95	18.56
L2821	Ergonomic Space-Saver	Monitor Mover	129.95	91.95	74.95
L0700	CC Dust Cover	Macintosh	8.95	5.75	4.95
L2022	CC Diskette Wallet	3.5"-Blue	14.95	10.95	8.21
L0155	Media Drawer	5.25" Divider	9.19	6.44	5.25
L0089	Lap Top Case	Field Pro	99.95	74.95	49.95
L2259	Soft Carrying Case	Monitor Case	119.95	94.95	74.06
L2032	H Premium Joystick	MACH III-IBM	54.95	45.00	33.95
L2301	CH Premium Joystick	Flightstick	79.95	65.80	50.96

	NAME	DATA TYPE	LENGTH
1.			
2.			
3.			
4.			
5.			
6.			

ANSWERS

True and False

1. T
2. F
3. T
4. F
5. F
6. T
7. T
8. T
9. T
10. F
11. F
12. T

Multiple Choice

1. B
2. D
3. D
4. B
5. A
6. D
7. B
8. D
9. A
10. C
11. D
12. B
13. C
14. D
15. B
16. C
17. D
18. C
19. D
20. B

Matching

1. B
2. A
3. C
4. C
5. B
6. A
7. C
8. B
9. A
10. C

Fill in the Blank

1. Hierarchical (or Tree)
2. Network (or Plex)
3. Relational
4. Relational
5. Attribute
6. Relational
7. Logical
8. Length
9. Data Type
10. Query

Short Essay

1. Relational operators are used in comparisons. The signs are:

   (1) equal to = ; (2) not equal to <> ; (3) greater than >;

   (4) less than < ; (5) greater than or equal to >= ; and (6) less than or equal to <=

2. First of all, define the structure or characteristics of the data, including the name of the attribute, data type, and length of the data value. Once the structure is defined, enter the data, one record at a time.

Database Exercise

PROBLEM 1

	NAME	DATA TYPE	LENGTH
1.	Year	Numeric	4
2.	Model	Alphabetic	15
3.	Type	Alphabetic	24
4.	Cost	Numeric	5

PROBLEM 2

	NAME	DATA TYPE	LENGTH
1.	Number	Numeric	4
2.	Topic	Alphabetic	16
3.	Report	Alphabetic	24
4.	Page	Numeric	2

PROBLEM 3

	NAME	DATA TYPE	LENGTH
1.	Part	Alphabetic	5
2.	Year	Alphabetic	5
3.	Part	Alphabetic	28
4.	Price	Numeric	5
5.	Pounds	Numeric	1
6.	Ounces	Numeric	2

PROBLEM 4

	NAME	DATA TYPE	LENGTH
1.	Number	Alphabetic	5
2.	Part	Alphabetic	21
3.	Specifics	Alphabetic	13
4.	Regular	Numeric	6
5.	Sale	Numeric	5
6.	Super	Numeric	5

ANSWER SHEET

Matching

1. ________

2. ________

3. ________

4. ________

5. ________

6. ________

7. ________

8. ________

9. ________

10. ________

Fill in the Blank

1. ____________________

2. ____________________

3. ____________________

4. ____________________

5. ____________________

6. ____________________

7. ____________________

8. ____________________

9. ____________________

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION III

SECTION III		QUESTION TYPES				
Unit	Comp.	T/F	MC	Match	Fill-in	Essay
	1	1-3,5-6,8,10	1-3,9-19	1-10		
	2	7,9				1,2
	3		4-7,8		1,5-6,8	
	4	4	20-23		2-4,7,9	
2	1	1,3-7	1,9-11,20,	1-10	1-5	
	2	8-12	2-3, 8,12-14		8,9	2
	3		7,11,18-19		6,7	1
	4 2	4-6,15			10	

TRUE AND FALSE

1. Data movement is when cells or groups of cells are copied from one location to another.
2. Text characters that generally describe the contents of the worksheet are called labels.
3. The most important step in using the worksheet is printing.
4. Arithmetic expressions used for calculating an entry are called formulas.
5. Spreadsheets were developed by accountants to be used for word processing.
6. The all-time best-selling spreadsheet program is LOTUS 1-2-3.
7. You must be in the edit mode to correct errors or alter cell data.
8. Scrolling through the worksheet one full screen at a time is called paging.
9. Spreadsheets were designed to answer "what if" questions.
10. The intersection of a row and column is a cell.
11. Spreadsheets are a technology development of World War II.
12. Even though you have a spreadsheet, you still need to use pencil and paper to make a backup copy.
13. After you have completed work on a spreadsheet, it is not possible to change column sizes.
14. A spreadsheet is limited in size by the amount of memory the computer is capable of.
15. The name spreadsheet was developed from the term worksheet used by accountants.
16. The first spreadsheet was developed for the IBM computer.
17. During the learning process, the user can often get on-line help from most spreadsheet programs.
18. Circular reference means you have completed all entries on the spreadsheet.
19. The printed spreadsheet is for file folder reference only.
20. In order to secure private or sensitive data, the spreadsheet will often have a password for authorized users.
21. Borders identify the point at which columns and rows meet.
22. One of the advantages of the spreadsheet is the elimination of pencil and paper.
23. The user of a spreadsheet can enter numeric or alpha text.
24. Spreadsheets help the user to categorize the work.
25. Columns run horizontally on the page.

MULTIPLE CHOICE

1. Rows and columns are displayed on the screen so that which of the following may be entered?

   A. Scrolling
   B. Worksheets
   C. Values
   D. Cells

2. Which of the following is not a capability of the spreadsheet?

   A. Budgeting
   B. Word Processing
   C. Financial analysis
   D. Forecasting

3. The first spreadsheet program designed for the Apple II was called:

   A. AppleWorks
   B. Lotus 1-2-3
   C. Desktop Plan
   D. VisiCalc

4. Which of the following terms refer to the worksheet area?

   A. Rows
   B. Columns
   C. Cells
   D. All of the above

5. There are basically three types of cell entries. Which of the following is not a cell entry?

   A. Windows
   B. Labels
   C. Numbers
   D. Formulas

6. The intersection of a column and row is called a:

   A. Worksheet
   B. Cell
   C. Formula
   D. Label

7. Displaying spreadsheet data values as a bar graph, line graph or pie chart is called:

   A. Graphics
   B. Paging
   C. Format
   D. Cell

8. A rectangular portion of a spreadsheet is called a:

   A. Column
   B. Block
   C. Range
   D. Values

9. A graph on which data are represented by plotting points and joining them is called a:

   A. Bar graph
   B. Pie chart
   C. Line graph
   D. Stacked-bar graph

10. A row on the screen where available command choices are shown is called:

A. Coordinates
B. Paging
C. Command line
D. Window

11. The kind of question that spreadsheets are designed to help answer about numeric data is:

A. What if
B. Why
C. How to
D. How many

12. Commands or formulas which are completed by pointing to cells with the cursor instead of typing in all the cell addresses are included in which of the following modes?

A. Working mode
B. Printing mode
C. Storing mode
D. Pointing mode

13. A chart that illustrates relationships of parts to a whole and value is represented as a percentage of the pie or circle is called:

A. Bar graph
B. Pie chart
C. Line graph
D. Multiline graph

14. Arithmetic expressions that tell the computer how to calculate an entry are called:

A. Formulas
B. Coordinates
C. Values
D. Ranges

15. Horizontal lines of cells in the worksheet are called:

A. Cells
B. Rows
C. Columns
D. Range

16. Column and row labels around the outside of a spreadsheet which sometimes may be turned off and on are called:

A. Coordinates
B. Formulas
C. Borders
D. Values

17. A computer program that displays a computerized organization of a columnar pad, and has a grid of rows and columns where text, numbers and formulas can be stored and manipulated is referred to as a:

A. Database
B. Electronic spreadsheet
C. Word processing
D. Worksheet

18. Moving through the worksheet seeing one full screen at a time is called:

A. Scrolling
B. Pointing
C. Labeling
D. Paging

19. Which of the following would be a cell location?

A. A4
B. HH
C. 4D
D. A-4

20. A spreadsheet takes care of all recalculations and eliminates the need for all of the following except a:

A. Pencil
B. Computer
C. Eraser
D. Calculator

21. Electronic spreadsheets were first used by:

A. Clerks
B. Secretaries
C. Executives
D. Word processors

22. Saving spreadsheets on disks, transferring data, or combining data with other spreadsheets is called:

A. File handling
B. Logical operations
C. Formatting cells
D. Arithmetic functions

23. To protect private or sensitive data and prevent unauthorized use, you use:

A. Titles
B. Passwords
C. Labels
D. Windows

24. The mode which best describes the input of data is called:

A. Wait mode
B. Edit mode
C. Menu mode
D. Enter mode

25. When a formula refers either directly or indirectly to itself it is called:

A. Cell reference
B. File reference
C. Menu reference
D. Circular reference

26. The basic working unit of a spreadsheet is the point at which a column and row intersect and is called a:

A. Label
B. Cell
C. Format
D. Range

27. Numbers or formulas that can be used in calculations are referred to as:

A. Arithmetic operators
B. Algebraic expressions
C. Values
D. Logical operations

28. Horizontal lines of cells on a worksheet are called:

A. Rows
B. Columns
C. Commands
D. Format

29. A graph that plots the size of values using bars instead of circles or pies is called a:

A. Multiline graph
B. Bar graph
C. Stacked-bar graph
D. Pie chart

30. A command used to control the way numbers are displayed on the screen would be called:

A. Print
B. Macro
C. Format
D. Point

31. A rectangular group of cells or a block is also a:

A. Range
B. Value
C. Label
D. Border

32. A label refers to which type of entry on the spreadsheet?

A. Data entry
B. Logical operations
C. Alphanumeric entry
D. Arithmetic operators

33. B16 is an example of

A. Cell pointer
B. Cell location
C. Cell line
D. Cell address

34. To emphasize text on the screen by displaying it in inverse video or in a different color is also known as:

A. Casting
B. Scrolling
C. Pointing
D. Highlighting

35. Different command choices are often displayed on a row on the screen which is referred to as the:

A. Bar line
B. Command line
C. Scroll line
D. Title line

36. Information that is entered vertically would be entered in:

A. Columns
B. Rows
C. Cells
D. Blocks

37. When looking at the section of the spreadsheet shown on your screen, you are looking at the:

A. Worksheet
B. Window
C. Format
D. Page

38. If you needed to look at column M and row 3 you would address which of the following cells?

A. 3M
B. 3/M
C. M3
D. M-3

39. There are many ways to move around a screen; which of the following is NOT one of these methods?

A. Scrolling
B. Arrow keys
C. Key combinations
D. Formatting

40. A graph that has values stacked on top of each other as opposed to side-by-side is called:

A. Stacked-bar graph
B. Bar graph
C. Line graph
D. Pie chart

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. A row on the screen where available command choices are shown.
2. Horizontal lines of cells in the spreadsheet.
3. A graph that plots the size of values using bars.
4. A method of storing frequently repeated commands in coded form.
5. Developed the first spreadsheet.
6. Mode used when changing from data entry mode and permits user to make choices from a menu.
7. Used to move the worksheet up or down, left or right.
8. Organized rows and columns.
9. The work area of a spreadsheet seen at all times.
10. The alphanumeric entries used to describe or explain things.
11. Positive or negative numbers used in a spreadsheet calculation.
12. Moving a full screen at a time.
13. Charts that are used to display data values.
14. A method of sharing results found on a spreadsheet.
15. When the entire spreadsheet is affected by one command.
16. Refers to a group of cells or a block.
17. A method of changing an area of the spreadsheet to another color.
18. Refers to symbols for addition, subtraction, multiplication, division, etc.
19. Most commonly used name for a spreadsheet.
20. Mode used to input data.

A. Arithmetic Operator
B. Bar Graph
C. Bricklin
D. Cell Pointer
E. Cells
F. Columns
G. Command Line
H. Coordinates
I. Entry Mode
J. Global Command
K. Graphics
L. Highlighting
M. Label
N. Line Graph
O. Macro
P. Menu Mode
Q. Paging
R. Pointing Mode
S. Printing
T. Range
U. Rows
V. Scroll
W. Values
X. Window
Y. Worksheet

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. Spreadsheets were designed after the accountants ___________.
2. Dan Bricklin of the Harvard Business School developed a spreadsheet program known as ______.
3. The mode to input data in a spreadsheet is known as the ______.
4. A ______ chart is used to display data in wedge pieces.
5. Cell labels or ______ are used in the expression or cell.
6. Titles and text data is not limited to the width of a cell because of a feature called ______.
7. If a mistake is made when entering data, the ______ can be used to correct the mistake.
8. ______ runs down a spreadsheet for text entry.
9. ______ is used to center or justify data within a cell.
10. The highlighted indicator or ______ allows the user to designate the area of the worksheet currently being used.
11. Saving or storing a spreadsheet to a disk, with data or with the formatting and formulas only, is referred to as ______.
12. ______ allows you to compare statistics visually.
13. Boxes where columns and rows meet are called ______ with reference such as G23.
14. Reference to a current command can be found in ______ heip which is found in most programs.
15. Electronic spreadsheets were designed to answer ______ questions by changing different entries to immediately see new results.
16. ______ are used to plot values using bars.
17. Data entered in ______ runs horizontally on the page.
18. You create ______ to tell the spreadsheet what to do with values you have entered.
19. When calculations are taking place the ______ is in effect to keep the user from entering further data.
20. The most important step in a spreadsheet is ______ and should be done frequently.

ESSAYS

1. Write a paragraph describing the difference between rows and columns.

2. Write a paragraph describing the three different types of cell entries.

TEST ANSWERS

True/False

1. T
2. T
3. F
4. T
5. F
6. T
7. T
8. T
9. T
10. T
11. F
12. F
13. F
14. T
15. T
16. F
17. T
18. F
19. F
20. T
21. F
22. T
23. T
24. T
25. F

Multiple Choice

1. C
2. B
3. D
4. D
5. A
6. B
7. A
8. B
9. C
10. C
11. A
12. D
13. B
14. A
15. B
16. C
17. B
18. D
19. A
20. B
21. C
22. A
23. B
24. D
25. D
26. B
27. C
28. A
29. B
30. C
31. A
32. C
33. D
34. D
35. B
36. A
37. B
38. C
39. D
40. A

Matching

1. G
2. U
3. B
4. O
5. C
6. P
7. V
8. E
9. X
10. M
11. W
12. Q
13. K
14. S
15. J
16. T
17. L
18. A
19. Y
20. I

Fill in the Blanks

1. Worksheet
2. VisiCalc
3. Enter mode
4. Pie
5. Constants
6. Automatic spillover
7. Edit mode
8. Columns
9. Formatting
10. Cell pointer
11. File handling
12. Graphs
13. Cells
14. On-line
15. What if
16. Bar graphs
17. Rows
18. Formulas
19. Wait mode
20. Saving

Essay

1. Evaluated to the satisfaction of the instructor.

2. Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. __________
2. __________
3. __________
4. __________
5. __________
6. __________
7. __________
8. __________
9. __________
10. __________
11. __________
12. __________
13. __________
14. __________
15. __________
16. __________
17. __________
18. __________
19. __________
20. __________

Fill in the Blank

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________
7. ______________________________
8. ______________________________
9. ______________________________
10. ______________________________
11. ______________________________
12. ______________________________
13. ______________________________
14. ______________________________
15. ______________________________
16. ______________________________
17. ______________________________
18. ______________________________
19. ______________________________
20. ______________________________

TRUE AND FALSE

1. Labels are formed by entering numbers.

2. A range is a group of adjacent cells or a single cell.

3. All programs allow for columns to be adjusted to the amount of characters entered.

4. One method of aligning numbers and/or labels is by ranges.

5. Printing cell contents allows the formulas and functions to be printed instead of the entire spreadsheet.

6. Plus or minus signs are displayed as format options.

7. When titles are fixed, scrolling can make the titles disappear from the screen.

8. Most programs make it possible to fix either rows or columns but not both.

9. Rows and columns can be moved from one location to another in a spreadsheet.

10. Many programs have built-in functions for most commonly used calculations.

11. AVG is a statistical function to find the sum of a group of cells.

12. A line graph is similar to a bar graph in that both display data to compare values.

13. When designing a report, it is important to consider the amount and size of the data because they will influence how the report will look.

14. A template can be designed for a spreadsheet that has constant data.

15. The user is in the edit mode when using the backspace key to correct errors as data is being entered.

16. Error corrections are the only reason for revising a spreadsheet.

17. It is possible to save several versions of the same spreadsheet.

18. When testing to see if a statement is true or false, the logical operators are in use.

19. Combining files will combine all or part of another file on the disk with the spreadsheet on the screen.

20. Macros are a method of storing spreadsheets.

21. Inserting or deleting characters can only be accomplished with the spacebar.

22. If you no longer need a column or row, it is possible to delete that column or row.

23. Unless otherwise stated, using the percentage format will multiply the value by 200.

24. Either numbers or cell references are used with operators to create a formula.

25. When a format is copied, it will refer to a column in the same relative position to the column to which it is copied.

247

MULTIPLE CHOICE

1. Large numbers (100,000) can be grouped by using:

A. Periods
B. Commas
C. Backspace
D. Return key

2. Printing a selected area or all of the spreadsheet is called:

A. Cell print
B. Page print
C. Window print
D. Range print

3. A built-in mathematical function which finds the integer remainder in division is:

A. MOD
B. ABS
C. SQRT
D. INT

4. The type of chart used when there are numerous categories is:

A. Pie chart
B. Line graph
C. Bar graph
D. X-Y graph

5. To go back and correct errors or change data after the entry has been completed is called the:

A. Change mode
B. Copy mode
C. Edit mode
D. Enter mode

6. A simple way to store keystrokes so they can be used at a later time is:

A. Macros
B. Paging
C. Storing
D. Saving

7. Erasing all or part of the entered data can be achieved with the:

A. Space bar
B. Tab key
C. Shift key
D. Backspace key

8. You can display entered data in standard dollars or cents form by using which option?

A. Percentage
B. Signs
C. Currency
D. Labels

9. Borders on the top, bottom, left and right sides of the page are set with:

A. Page breaks
B. Margins
C. File command
D. Ranges

10. In order to view titles after scrolling down the screen, the user must first:

A. Fix rows
B. Fix window
C. Fix titles
D. Fix columns

11. To find out how many cells have values, the program must be capable of having the statistical function:

A. COUNT
B. AVG
C. MAX
D. MIN

12. When a circle is displayed with divided wedges to show different values this is called a:

A. X-Y graph
B. Bar graph
C. Cake chart
D. Pie chart

13. To look for a specified value on a row or columns of a table and select a corresponding value would be called:

A. Lookup table
B. Lookup function
C. Lookup window
D. Lookup file

14. Which of the following is NOT a logical function?

A. Equal to
B. Less than
C. Shorter than
D. Not equal to

15. When typing coordinates or using the cursor to point to coordinates the user is:

A. Setting a range
B. Selecting a range
C. Creating a range
D. Deleting a range

16. If the entry is displayed in scientific notation with symbols the entry is:

A. Alpha
B. Numeric
C. Text
D. Alphanumeric

17. If you type a letter character, the program thinks you are entering a:

A. Number
B. Key
C. Comma
D. Letter

18. If the value of an entry is multiplied by 100 it will be displayed in:

A. Percentage
B. Signs
C. Decimal
D. Labels

19. To print a selected area or all of the spreadsheet the user would:

A. Print
B. Select
C. Print range
D. Print cell

20. The number of lines per page is defined by:

A. Print
B. Borders
C. Page breaks
D. Codes

21. Plus or minus entries can be displayed by:

A. Signs
B. Labels
C. Currency
D. Commas

22. Which of the following is NOT an option for fixed titles?

A. Fix rows
B. Fix columns
C. Fix margins
D. Fix rows and columns

23. The mathematical symbol for square root is:

A. SRT
B. SQRT
C. SQT
D. ROOT

24. The statistical function to find the totals for any group of cells is:

A. Add
B. Total
C. Avg
D. Sum

25. The X-Y graph is sometimes referred to as a:

A. Bar graph
B. Pie chart
C. Line graph
D. Scatter graph

26. When two or three values are displayed as bars using different colors it is referred to as a:

A. Pie chart
B. Stacked bar graph
C. Bar graph
D. Line graph

27. Which of the following is NOT used to design a report?

A. Chart outcome
B. Titles
C. Column headings
D. Placement of totals

28. The logical operations to test which one of two or more conditions must be satisfied before a calculation is made is called:

A. Equal to
B. And
C. Greater than
D. Not equal to

29. The mode used to insert or delete characters is called the:

A. Enter mode
B. Exit mode
C. Edit mode
D. Print mode

30. The user can select ranges for several commands EXCEPT for one of the following:

A. Copy
B. Edit
C. Format
D. Calculate

31. Which of the following is NOT a function of labels?

A. Left justified
B. Right justified
C. Centered
D. Stacked

32. When the user specifies how many places numbers will be carried out, the function is called:

A. Percentage
B. Fixed decimal places
C. Signs
D. Labels

33. The sign used for exponents is:

A. ^
B. +
C. >
D. /

34. Column letters and row numbers are shown in:

A. Labels
B. Values
C. Borders
D. Margins

35. A printing function which may include page numbers, dates, times, and labels is called:

A. Printer codes
B. Printing cells
C. Headers/footers
D. Range print

36. The value of 3.14159 refers to:

A. LN
B. PI
C. FV
D. SD

37. In order to store the spreadsheet data in exactly the form it is at the time the command is given, the user must execute the:

A. Print command
B. File command
C. Modify command
D. Save command

38. When using the log function, the user will find the log base of:

A 55
B. 20
C. 100
D. 10

39. If the first character you type is a number, the program will assume you are entering:

A. Values
B. Text
C. Labels
D. Commas

40. To change the printer setups, the user must change:

A. Margins
B. Text
C. Printer codes
D. Page codes

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Chooses a random number between 0 and 10.
2. Averages a set of values.
3. Present value.
4. The exponentiation function.
5. Finds the integer remainder in division.
6. Standard Deviation.
7. The Natural Log.
8. Variance.
9. Rounds numbers to a given number of pieces.
10. Finds the integer remainder in division.
11. Finds the highest group of values.
12. Net present value.
13. Required payment per period.
14. The value 3.14159.
15. Finds the square root.
16. Finds the Log base 10.
17. Finds the lowest of a group of values.
18. Future value.
19. Totals any group of cells.
20. Finds the absolute value.

A. ABS
B. AVG
C. COS
D. COUNT
E. EXP
F. FV
G. INT
H. IRR
I. LN
J. LOG
K. MAX
L. MIN
M. MOD
N. NPER
O. NPV
P. PI
Q. PMT
R. PV
S. RAND
T. ROUND
U. SQRT
V. STD
W. SUM
X. VAR

FILL IN THE BLANKS

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. When working advanced spreadsheet functions it is possible to test if a statement is true or false using function called ________.

2. Many spreadsheets have duplications of column headings which can easily be duplicated using the ________ command.

3. ________ and ________ commands include the width of the column, formats for numeric fields, headings that will remain on the screen and data areas that will be duplicated.

4. When a formula is copied somewhere else in a spreadsheet and continues to refer to the same cell, it is known as ________.

5. _____ can be split vertically or horizontally and scroll together or independently.

6. When scrolling windows, titles of columns can diasappear temporarily unless the ________ function is used.

7. ______ and ______ denotes characters that appear at the top or bottom of pages.

8. The ______ function must be used to denote how many places numbers will be carried out.

9. When selecting ranges to be displayed, the user can type in ______ or use the cursor to point to the location.

10. The addition, subtraction, multiplication and division keys are used for ______ when building formulas.

11. The user may specify the amount of spaces that will be in the borders of the spreadsheet by setting ______.

12. It is easy to compare values visually without the use of numbers by using the ______ feature of the program.

13. The user can retrieve different parts of different worksheets by ______ files on a disk.

14. Displaying numbers on a spreadsheet in United States dollars and cents format can be accomplished by using a formatting feature called ______.

15. When the user copies and pastes a spreadsheet equation from one cell to another and the cell refers to the column and row it is pasted in, this is called _____.

16. ________ refers to the priority in which the operators are assigned.

17. If a spreadsheet is needed for more than one application which does the exact same function such as a checkbook, auto expense or mortgage calculation, the user can design a ______ to be used.

18. Symbols such as *****!!!!! or ##### are often used in a program to denote ______.

19. When printing a specific group of adjacent cells or a singular cell, the user must first define the ______ of cells to be printed.

20. Finding the average, sum or standard deviation of a group of cells or set of values is a ______ function of the program.

ESSAYS

1. Write a paragraph describing the different format options for the program used in your class setting.

2. Write a paragraph describing the difference between a bar graph, a stacked bar graph, a line graph, and a pie chart. You may want to use an illustration of each chart.

ANSWERS

True/False

1. F
2. T
3. F
4. F
5. T
6. T
7. F
8. F
9. T
10. T
11. F
12. T
13. T
14. T
15. F
16. F
17. T
18. T
19. T
20. F
21. F
22. T
23. F
24. T
25. F

Multiple Choice

1. B
2. D
3. A
4. B
5. C
6. A
7. D
8. C
9. B
10. C
11. A
12. D
13. A
14. C
15. B
16. B
17. D
18. A
19. C
20. C
21. A
22. C
23. B
24. D
25. D
26. B
27. A
28. B
29. C
30. B
31. D
32. B
33. A
34. C
35. C
36. C
37. D
38. D
39. A
40. C

Matching

1. S
2. B
3. R
4. E
5. G
6. V
7. I
8. X
9. T
10. M
11. K
12. O
13. Q
14. P
15. U
16. J
17. L
18. F
19. W
20. A

Fill in the Blanks

1. Logical operator
2. Copy
3. Global, range
4. Absolute cell reference
5. Windows
6. Fixed titles
7. Headers, footers
8. Fixed decimal places
9. Coordinates
10. Calculation
11. Margins
12. Graphing
13. Extracting
14. Currency
15. Relative cell reference
16. Order of operations
17. Template
18. Scientific Notation
19. Range
20. Statistical

Essays

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________
11. ________
12. ________
13. ________
14. ________
15. ________
16. ________
17. ________
18. ________
19. ________
20. ________

Fill in the Blank

1. ______________________
2. ______________________
3. ______________________
4. ______________________
5. ______________________
6. ______________________
7. ______________________
8. ______________________
9. ______________________
10. ______________________
11. ______________________
12. ______________________
13. ______________________
14. ______________________
15. ______________________
16. ______________________
17. ______________________
18. ______________________
19. ______________________
20. ______________________

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION IV

SECTION IV		**QUESTION TYPES**				
Unit	**Comp.**	**T/F**	**MC**	**Match**	**Fill-in**	**Essay**
1	1	1,2,4,7,8, 10,18,21	5-10,12-18,24-28, 31-32,34,36-37,40	1-20	3-5,7-11,13 18-19	1
	2	19,22,24	11,20	1,2	15	
	3	5-6,9,11,15-16	3,21	4,5	1,2	
	4	14,25	1,4,6,8-9,19,33		6,12,16-17	1,2
	5	3,12-13,17,20, 22,23	2,22,23,29-30 35,38-39		14,20	
2	1	1-24	1-3,5-10,13-18, 20-24,28-34,36,38-39	1-20	1,3,5-11,14-16, 18,20	1
	2		27	17		
	3		4,11-12,19,25-26, 35,37,40	2,4,12-13,19	2,4,12-13,19	2

TRUE AND FALSE

1. A specially manufactured microcomputer is needed to use data communications.
2. A direct-connect modem is faster and more reliable that an acoustic coupler.
3. An acoustic coupler is a type of modem that was used in the early days of microcomputers.
4. In order for two computers to communicate with each other, the system requires that three elements be present: a modem, the computers, and the channel.
5. When a computer sends data serially, the data will be transmitted one bit at a time.
6. No connection takes place unless all components in the communication system are present and on-line.
7. Electronic mail and E-mail both mean the electronic transmission and storage of messages from the sender to the receiver.
8. Electronic mail messages cannot be stored and forwarded to a computer at another location.
9. Electronic mail cannot be combined with a word processor.
10. Facsimile allows an original document to be reproduced at remote locations.
11. A user should develop passwords to protect personal files from being accessed by unauthorized computer operators.
12. A terminal is the only input-output device that can access data from the computer.
13. Most bulletin boards are developed for business use and not personal use.
14. Using a telephone handset to connect the phone line to the computer is a type of modem called acoustic coupler.
15. A switched line is a special cable which connects a computer to the telephone line.

MULTIPLE CHOICE

1. A type of modem that consists of a circuit board in the computer and is connected to an external device that is shaped to fit the handset of any telephone is a(n):

   A. Direct-connect modem
   B. Acoustic coupler
   C. Digital modem
   D. Analog modem

2. A type of modem that is connected to the phone line and does not use the handset is a(n):

   A. Direct-connect modem
   B. Acoustic coupler
   C. Digital modem
   D. Analog modem

3. The channels used by modem include all of the following EXCEPT:

   A. Standard telephone line
   B. Microwave transmitters
   C. Parity transmitters
   D. Satellites

4. Special channels for modems are special telephone lines through which a laser-generated light sends signals. These are called:

   A. Laser optics
   B. Telephone lasers
   C. Laser channels
   D. Fiber optics

5. The initials BBS represent:

   A. Bulletin board sources
   B. Bulletin board software
   C. Bulletin board systems
   D. Bulletin board stocks

6. Topics available on BBS include all of the following EXCEPT:

   A. Current news
   B. Announcements and messages
   C. Stock market information
   D. Personal bank statements

7. Membership costs to subscribe to a BBS include:

   A. A minimum monthly fee if there is no usage
   B. A fee for subscribing
   C. A charge for access time
   D. All of the above

8. A consideration in deciding which form of electronic mail to use is:

   A. Length of the message
   B. Date of the message
   C. Time of the message
   D. Who sent the message

9. Which of the following is not a form of electronic mail?

A. Facsimile
B. Mailgram
C. Telex
D. Telephone

10. Which of the following is a form of electronic mail which allows an original document to be reproduced at remote locations?

A. Telegram
B. Telex
C. Facsimile
D. Mailgram

11. A ________ is the connection between sender and the receiver.

A. Connector
B. Channel
C. Coupler
D. Commoner

12. Modem is a term made from two words:

A. Demodulator-modulator
B. Modern modulator
C. Model-demodulator
D. Modulator-demodulator

13. A process in which the receiving computer sends a signal to tell the sending computer that it is ready to receive data is a ________.

A. Handshaking
B. Transmission
C. Download
D. Upload

14. A ________ is a line such as a normal telephone line.

A. Leased line
B. Multi-drop line
C. Switched line
D. Hard-wired line

15. Coded identification to gain access to a bulletin board is a:

A. Handshaking
B. Password
C. Protocol
D. Signal

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. To send a data file from one computer to another.
2. A communication protocol which allows transmission in only one direction at a time.
3. Conversion of a signal from digital to analog.
4. A measure of the number of bits per second being transmitted.
5. The electronic pulses produced and recognized by a computer.
6. A communication protocol which enables transmission of data two-ways at the same time.
7. To receive a data file from another computer.
8. Conversion of a signal from analog to digital.
9. A set of rules in a communication system for exchange of information between computers.
10. The kind of electronic signal used in telephone line transmission.
11. A data transfer format in which data is sent one bit after another.
12. A communication service that permits users to "talk to" each other or leave messages.
13. Coded identification required to access some bulletin boards.
14. A type of modem which uses a phone handset to connect to the computer.
15. A process in which the receiving computer tells the sending computer that it is ready and on-line.
16. An input-output device that is used to access data from a computer.
17. A line such as a normal phone line.
18. Short for modulator-demodulator; it connects the computer to the phone.

A. Analog signal
B. Modulation
C. Half-duplex
D. Download
E. Baud rate
F. Demodulation
G. Upload
H. Full duplex
I. Digital signal
J. Protocol
K. Modem
L. Handshaking
M. Terminal
N. Password
O. Acoustic coupler
P. E-mail
Q. Channel
R. Bulletin board
S. Switched line
T. Serial

19. The connection between the sender and receiver.

20. The transmission of data for electronic storage and retrieval--electronic mail.

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. _____ refers to any form of electronic communication using telephone lines or other vehicles such as microwave transmission.
2. _____ means the number of bits per second that modems send/receive signals.
3. The modem connection can be _____ which means that data can be transmitted in both directions at the same time.
4. The modem connection can be _____ which means that data can be sent by only one computer at a time.
5. Because the access time on a BBS is most of the cost, it is beneficial for the user to have a _____ modem.
6. The oldest type of electronic mail, developed in 1835 by Samuel Morse is the _____.
7. _____ expand electronic mail's capability. They simplify composing and editing draft messages.
8. _____ allows an original document to be reproduced at remote locations.
9. Another word for electronic mail is _____.
10. _____ are messages that are transmitted to the local post office from Western Union.

ESSAYS

1. Explain the process that a modem uses to receive and send coded data.

2. List the four considerations in deciding which form of electronic mail to use.

    (1)

    (2)

    (3)

    (4)

BRIEF PROBLEM/CASE STUDY

Chris Johnson is an administrative assistant in the investment division of the First National Bank. This division handles large trust funds for bank clients. Her boss invests the clients' money in stocks and bonds. Her boss, Ms. Green, asks her to help decide about installing telecommunication equipment for the office. Write a paragraph explaining what type of modem, electronic bulletin board system, and electronic mail Chris should suggest to Ms. Green.

ANSWERS

True/False

1. F
2. T
3. T
4. T
5. T
6. T
7. T
8. F
9. F
10. T
11. T
12. F
13. F
14. T
15. F

Multiple Choice

1. B
2. A
3. C
4. D
5. C
6. D
7 D
8. A
9. D
10. C
11. B
12. D
13. A
14. C
15. B

Matching

1. G
2. C
3. B
4. E
5. I
6. H
7. D
8. F
9. J
10. A
11. T
12. R
13. N
14. O
15. L
16. M
17. S
18. K
19. Q
20. P

Fill in the Blank

1. Telecommunications
2. Baud rate
3. Full duplex
4. Half duplex
5. Fast
6. Telegram
7. Communicating word processors
8. Facsimile
9. E-mail
10. Mailgrams

Essays

1. A modem converts the digital pulses produced by the computer as coded data into analog information. The coded data is then in a form that can be sent over standard telephone lines. The information that is received from the sending computer is then converted from the analog signal to the original digital signal that the receiving computer can interpret.

2. (1) Length of the message
   (2) Volume of usage
   (3) Speed of transmission
   (4) Form of response needed

Brief problem/case study

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________
11. ________
12. ________
13. ________
14. ________
15. ________
16. ________
17. ________
18. ________
19. ________
20. ________

Fill in the Blank

1. ________________________
2. ________________________
3. ________________________
4. ________________________
5. ________________________
6. ________________________
7. ________________________
8. ________________________
9. ________________________
10. ________________________

TRUE AND FALSE

1. Desktop publishing is a term used for the creation of professional quality pages for reproduction.
2. Desktop publishing software can only be used on hard-disk drive computer systems.
3. Software vendors recommend using desktop software on IBMs/compatibles or Apple GS machines only.
4. In printing on a dot matrix printer, the more dots per inch that can be printed, the better quality the output.
5. A mouse is not necessary for using sophisticated desktop publishing programs.
6. Two desktop publishing software packages that presently dominate the business market: Pagemaker and Ventura.
7. Desktop publishing is an older software and has been used since the 1960s.
8. EGA monitors have higher resolutions than CGA monitors.
9. Software manufacturers recommend using laser printers for better quality layouts.
10. The main benefit for using quality desktop publishing software is cost savings--time, materials, and labor.
11. DTP software allows the user to frame part of a page in order to place text or graphics there.
12. Cutting off parts of a drawing to make it fit on a page is called clipping.
13. DTP software will permit the user to create specially designed layouts that can be saved and used later.
14. White space is a desktop publishing term which means a page left completely blank.
15. The clipboard is only temporary storage of clip art and cannot be permanently stored for later use.

MULTIPLE CHOICE

1. The person who is credited with creating desktop publishing is:

   A. Steve Lawrence
   B. Steve McQueen
   C. Steve Jobs
   D. Steve Halderman

2. Computer hardware that can support desktop publishers include all of the following EXCEPT:

   A. IBM PC jr
   B. IBM PC
   C. IBM AT
   D. Macintosh

3. Which of the following printers is preferred for use with desktop publishing?

   A. Dot matrix
   B. Ink jet
   C. Thermal
   D. Laser

4. The small pointing device that a user uses to move around the screen is a:

   A. Mouse
   B. Digitizer
   C. Scanner
   D. Switch

5. Devices that will transfer photographs, illustrations and logos into the computer are:

   A. Graphics makers
   B. Image scanners
   C. Graphics adapters
   D. Image makers

6. The choice of a system to use if a business person has an unlimited budget is:

   A. High-end
   B. Low-end
   C. Middle
   D. Mid-end

7. __________ are included with the software and give instructions on how to design a publication.

   A. Backups
   B. Templates
   C. Manuals
   D. Library disks

8. To work on a small area of the screen for editing or drawing, there are ________ commands that enlarge a small portion of the screen.

   A. Zoom
   B. Function
   C. Printer
   D. Expander

9. _______ are markers placed on a specific area of the page to allow it to be moved as a unit.

A. Page markers
B. Handles
C. Page movers
D. Framers

10. Small black circles used in the margin to call attention to a portion of a text are:

A. Markers
B. Circles
C. Selectors
D. Bullets

11. The term used for placing an existing picture into an area on a page is:

A. Picturing
B. Paging
C. Pasting
D. Spacing

12. _______ is a feature used to divide words at ends of lines of text.

A. Hyphenation
B. Enumeration
C. Justification
D. Reproduction

MATCHING

INSTRUCTIONS: **Place the appropriate letter in the blanks provided on the answer sheet.**

1. Used to manage the placement, size, fonts and spacing.
2. Similar to templates to save layout forms on disk for later use.
3. Computer aided design programs.
4. A word processing program which can be used with desktop publishing.
5. A medium-priced desktop publishing software.
6. Dots per inch.
7. A small area used for editing.
8. One of the best desktop publishing programs.
9. A small pointing device.
10. Transfers photographs into the computer.
11. A feature that aids alignment by correctly breaking words that extend to another line.
12. Small black circles used in the margin to call attention to a portion of text.
13. The blank or unused portions of a page.
14. Guidelines on the screen that aid in positioning text and pictures.
15. The form taken by the cursor when it is in the work area of a publication.
16. A collection of handy drawings stored on disk.
17. Similar to justification.
18. Placing an existing picture or section of text onto an area of a page.
19. An area of memory that is used for saving portions of work that will later be placed elsewhere.
20. Markers placed on an area on the page to allow it to be moved as a unit.

A. CAD
B. dpi
C. Mouse
D. Image scanner
E. Pagemaker
F. WordPerfect
G. PFS First Publisher
H. Layout program
I. Style sheets
J. Windows
K. Bullets
L. I-beam
M. Paste
N. White space
O. Clipboard
P. Frame
Q. Handles
R. Clip art
S. Pitch
T. Scroll bar
U. Rulers
V. Alignment
W. Font
X. Cropping
Y. Hyphenation

21. An outlined portion of a page into which text or graphics may be placed.

22. The size of the typed character being used.

23. An area at an edge of the screen that can be used for controlling scrolling with a mouse.

24. One of the many sizes and styles of type that may be available for printing.

25. Cutting off parts of an image to make it fit.

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. The _____, the primary goal of desktop publishing, consists of types, graphics, and other design elements that are integrated together to make a whole.
2. _____ is credited with the creation of desktop publishing.
3. The most sophisticated desktop publishing software was developed to run on the IBM PC/AT or compatibles and the _____ computer.
4. A printer should be used for desktop publishing applications because it can produce documents that are camera-ready.
5. The _____, a small pointing device, allows the user to easily move around the screen.
6. Most professional desktop publishing software cannot run unless the user has a _____-drive computer.
7. Two programs that dominate the business marketplace are Pagemaker and _____.
8. The two components of a computer system that are needed to run desktop publishers are _____ and software.
9. The text portion of a publication in usually created with a _____ program and saved on disk.
10. One of the benefits of using desktop publishing is faster amd more accurate _____--revising or updating can be done immediately in an organization.

ESSAYS

1. Explain why a high school computer teacher might select a low-end system to teach the principles of desktop publishing.

2. Explain why it is important for a user to purchase a mouse to use with a desktop publishing software.

BRIEF PROBLEM/CASE STUDY

Julie Conklin is a journalism student at Wilson High School. She wants a career as a magazine editor. At the present time, the school yearbook is assembled by manual layouts of text, pictures and drawings. It is then sent to a local printer who cannot get the finished yearbook completed until after the end of school. Julie thinks it would be a great idea for the school to purchase a desktop publisher for the yearbook editors to use. Write a paragraph which Julie could use to help persuade the administrators to purchase DTP for her yearbook class.

TEST ANSWERS

True/False

1. T
2. F
3. F
4. T
5. F
6. T
7. F
8. T
9. T
10. T
11. T
12. F
13. T
14. F
15. T

Multiple Choice

1. C
2. A
3. D
4. A
5. B
6. A
7. C
8. A
9. B
10. D
11. C
12. A

Matching

1. H
2. I
3. A
4. F
5. G
6. B
7. J
8. E
9. C
10. D
11. Y
12. K
13. N
14. U
15. L
16. R
17. V
18. M
19. O
20. Q
21. P
22. S
23. T
24. W
25. X

Fill in the Blank

1. Page
2. Steven Jobs
3. MacIntosh
4. Lasers
5. Mouse
6. Hard
7. Ventura
8. Hardware
9. Word processing
10. Communication

Essays

1. A high school computer teacher might not have a large budget as some businesses do. A low end system can be run on less expensive hardware systems and cheaper printers. The software can be Newsroom which is inexpensive. A teacher might not have enough class time to teach a sophisticated program. The teacher also might not have a strong background in the software to teach a sophisticated package well.

2. A mouse helps the user move easier and quicker through the menus. Some software packages require a mouse. Windowing the zoom commands require a mouse to manipulate properly.

Brief Problem/Case Study

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________
11. ________
12. ________
13. ________
14. ________
15. ________
16. ________
17. ________
18. ________
19. ________
20. ________
21. ________
22. ________
23. ________
24. ________
25. ________

Fill in the Blank

1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. ____________________________
8. ____________________________
9. ____________________________
10. ____________________________

TRUE AND FALSE

1. Scanners can be used with software which has options to adjust brightness and contrast.
2. Scanners cannot be used with desktop publishing software.
3. Cameras designed for video recorders can be used to capture images that are then digitized.
4. Recently the price of facsimile machines has made them attractive to small businesses and individual users.
5. CD-ROM drives can be connected to a computer.
6. CD-ROM disks have extremely fast access times.
7. A user can read information from ROM disks and can also write or store new data on the disks.
8. Facsimiles are a 1980s high-tech invention.
9. Radio operators use amateur radio frequencies to send "packets" or units of data to others.
10. A compact disk and a CD-ROM can be used interchangeably on CD players.

MULTIPLE CHOICE

1. A type of software that may be included with image scanning that interprets patterns in order to recognize letters and numbers that are printed using certain fonts is:

   A. A digitizer
   B. Optical character recognition
   C. A computer peripheral
   D. Facsimile

2. A type of scanner which reads material which is placed on a glass surface is:

   A. A flatbed
   B. A smoothbed
   C. An imager
   D. A sheet feed

3. A type of scanner which reads material that is passed by the optical reader is:

   A. A flatbed
   B. A smoothbed
   C. An imager
   D. A sheet feed

4. A general term for the conversion of visual or audio information into digital codes that can be stored and processed by a computer is:

   A. Auditing
   B. Converting
   C. Digitizing
   D. Imaging

5. The type of facsimiles which has been introduced only recently and are still very expensive are _____ machines.

   A. Group I
   B. Group IV
   C. Group VI
   D. Group VIII

6. Sending images of documents by means of radio waves or telephone lines is known as:

   A. CD-ROM
   B. Packet radio
   C. Transmitting
   D. Facsimile transmission

7. This type of electronic image transfer is predicted to become a standard computer peripheral.

   A. Facsimile
   B. CD-ROM
   C. Packet radio
   D. Scanner

8. The CD in CD-ROM stands for compact disk. The ROM stands for:

   A. Read only by a machine
   B. Read often by a machine
   C. Read only memory
   D. Read by an operator of a machine

9. The combining of radios with personal computers for rapid and cost-free transmission of computerized data is known as:

A. Packet radio
B. Pocket radio
C. PC radio
D. Free radio

10. The primary use of CD-ROM is:

A. For recording music
B. For storage of large volumes of data
C. For teaching history by television
D. For storage of teacher grades

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. The conversion of visual or audio information into digital codes that can be stored by a computer.
2. Paper is read by placing on a smooth glass surface similar to a copier.
3. Compact disk with data--text, pictures, sound, and video--that a computer can read.
4. The sending of images of documents by means of radio waves or telephone line.
5. An external part of the computer.
6. A scanner which interprets patterns in order to recognize characters that are printed in certain fonts.
7. Material is fed into a slot for continuous feeding and passed by the reader.
8. The combination of typesetting and the creation of quality pages for reproduction.
9. The combining of radios with PCs for rapid transmission of data.
10. Anything printed on paper which is read optically by a scanner.

A. Image scanning
B. Optical character recognition
C. Flatbed
D. Sheet feed
E. Digitizing
F. Facsimile
G. CD-ROM
H. Packet radio
I. Computer peripheral
J. Desktop publishing software

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. Radio operators use _____ or units of data as a form of electronic mail.
2. A _____ is a compact disk with data--text, pictures, sound and video--that a computer can read.
3. Recently, the price of facsimile machines has _____ (increased/decreased) which has made them attractive to small businesses.
4. Sending images of documents by means of telephone lines is called _____ and has been done commercially for many years.
5. D-ROM disks have extremely fast access time despite the fact they each can store more than 550,000,000 _____ (bits/bytes) of data.
6. Scanners are absolutely necessary for use with sophisticated _____ (word processing/desktop publishing) software.
7. _____ is a type of scanner that is used to read pages from books and magazines.
8. _____ is a type of scanner that is used for reading continuous feeding of multiple pages.
9. _____ is a general term for the conversion of visual information into codes for the computer.
10. CD-ROM boards are now available for the following personal computers: IBM PC, IBM-PC compatibles, and the Apple _____.

ESSAYS

1. Explain the differences between flatbed and sheet feed scanners.

2. Explain the two main disadvantages between the Group IV facsimile machines and the previous machines.

BRIEF PROBLEM/CASE STUDY

Marsha Webber is a senior at Lincoln High School. She works part-time at a real estate office. She answers the phone and types the newspaper ads for homes that the agents are trying to sell. She then mails the ads to the local newspapers. Marsha has read about facsimile machines in her computer applications class and thinks one could save the real estate company a lot of time and money. Write a short speech that Marsha could say to her boss, Sarah Morgan, that would convince her to buy a machine for the office.

TEST ANSWERS

True/False

1. T
2. F
3. T
4. T
5. T
6. T
7. F
8. F
9. T
10. F

Multiple Choice

1. B
2. A
3. D
4. C
5. B
6. D
7. B
8. C
9. A
10. B

Matching

1. E
2. C
3. G
4. F
5. I
6. B
7. D
8. J
9. H
10. A

Fill in the Blanks

1. Packets
2. CD-ROM
3. Decreased
4. Facsimile
5. Bytes
6. Desktop publishing
7. Flatbed
8. Sheet feed
9. Digitizing
10. Macintosh

Essays

1. A flatbed scanner is similar to a copier and the material must be placed on a flat surface. It scans pages from books and magazines. A sheet feed scanner must have the material fed to it continuously.

2. The Group IV facsimile machines are expensive to establish and access and is not compatible with the older Group I, II, and III machines.

Brief problem/Case study

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching		Fill in the Blank	
1.	________	1.	______________________
2.	________	2.	______________________
3.	________	3.	______________________
4.	________	4.	______________________
5.	________	5.	______________________
6.	________	6.	______________________
7.	________	7.	______________________
8.	________	8.	______________________
9.	________	9.	______________________
10.	________	10.	______________________

TRUE AND FALSE

1. In a local area network, there is no need for a floppy disk drive for each computer because the file server stores the software.

2. Workstation is just a "fancy computer" term for an office desk and phone.

3. Security systems are not available for local area networks.

4. Multi-user systems, at the present time, are too expensive for general business use.

5. Messages cannot be sent from one network workstation to another.

6. Setting up a custom network is not complicated as long as a business follows the installation procedures.

7. One advantage of a local area network is the ability to access and share data files.

8. Obtaining networkable software is difficult at times.

9. Either microcomputers or terminals may be connected to the network.

10. A host computer and a slave computer are two terms that have the same definition.

MULTIPLE CHOICE

1. A local area network in which the workstations are connected to each other, but without a central host is a:

A. Ring
B. Star
C. Multistar
D. Circle

2. An acronym for local area network is:

A. LOAN
B. LONE
C. LON
D. LAN

3. A system that has a central computer, but some processing is done at remote sites is:

A. Remote site processing
B. Distributed data processing
C. Long distance processing
D. Remote data processing

4. A system where all the processing is done at one location with a mainframe and several connected workstations is:

A. Localized processing
B. Spot processing
C. Centralized processing
D. Centered processing

5. Examples of cables used to join stations in local area networks include all of the following EXCEPT:

A. Twisted pair
B. Coaxial
C. Fiber optic
D. Laser optic

6. The term "logging" when used in the computer industry means:

A. Signing on or off the computer system
B. Turning the computer system on or off
C. Backing up the data files
D. Testing the system

7. A slave computer:

A. Is the file server in a local network
B. Is the file server when used only for coordinating the network
C. Is dependent upon the master computer
D. Can be bought and sold for use on any type of network

8. An operating system for microcomputers in multi-station networks is:

A. PC-DOS
B. MS-DOS
C. UNIT
D. UNIX

9. Local area networks are used to join computers together to share information. How many computers does it take?

A. 2 or more
B. 1
C. Unlimited
D. No more than 3

10. A network in which mainframes, each with its own star network, are connected together is a:

A. STAR + STAR
B. STARRY
C. MULTISTAR
D. MANISTAR

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. A network in which mainframes, each with its own star, are connected.
2. A network that is limited to one room, building, or complex.
3. A term which usually means that cables are joining stations together.
4. The joining of two or more computers together to share information/peripherals.
5. A system that has a central computer but some processing is done at remote sites.
6. An operating system for microcomputers used in a multi-station configuration.
7. A network in which all stations are connected by one path to the central computer but the paths are not connected to each other.
8. A network in which messages need not pass to adjacent stations.
9. The terminals that are connected to the network and share information.
10. A network in which the workstations are connected but without a central host.
11. The file server in a local network.
12. The host/file server when it is used only for coordinating the network.
13. A network in which a central computer is directly connected to each terminal.
14. The host computer in a network that coordinates communication and has central storage capability for the workstations.
15. Messages from several low-speed sources combined into one high-speed line.

A. Networking
B. File server
C. Workstation
D. Channel
E. Star network
F. Distributed data processing
G. Local area network
H. Host computer
I. Ring network
J. Slave computer
K. Token ring network
L. UNIX
M. Multistar network
N. Hierarchical network
O. Multiplexing

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. One advantage of a local area network is the ability to access and share _____.

2. _____ allows an organization to have one large central computer and workstations throughout a region.

3. Another term for a microcomputer is a _____ (terminal/standalone).

4. An acronym for local area network is _____.

5. In a network, the computers and peripherals are joined by means of _____.

6. A _____ is like an electronic file cabinet that allows the users to access and share the same storage area.

7. One disadvantage of a local area network is the extra cost and complication of _____ of the hardware and software before it can be used.

8. A _____ network is one in which the workstations are connected to each other, but without a central host.

9. A _____ network is one in which all stations are connected by one path to the central computer, but the paths are not connected to each other.

10. The term used for an extra copy of data files in case of accidents is a(an) _____.

ESSAYS

1. Explain the differences between a terminal and standalone computer when connected to a local area network.

2. Explain two reasons for hiring a professional technician when installing/setting up a local area network.

BRIEF PROBLEM/CASE STUDY

John Myers is taking a class using Symphony, an integrated software, as a college freshman. He is frustrated because there is a limited number of program disks to use on the lab microcomputers, and he cannot complete homework assignments on time. John has an idea that if the college invested some money in installing a local area network with a file server, his and the problems of his classmates could be solved. Write a short paragraph explaining the advantages of using the local area network in this situation

TEST ANSWERS

True/False

1. T
2. F
3. F
4. F
5. F
6. F
7. T
8. T
9. T
10. F

Multiple Choice

1. A
2. D
3. B
4. C
5. D
6. A
7. B
8. D
9. A
10. C

Matching

1. M
2. G
3. D
4. A
5. F
6. L
7. N
8. K
9. C
10. I
11. H
12. J
13. E
14. B
15. O

Fill in the Blank

1. Data
2. Distributed data processing
3. Standalone
4. LAN
5. Cables
6. File server
7. Installation
8. Ring
9. Star
10. Back-up

Essays

1. A terminal does not have memory in a CPU. It can only gain access to the program and files from the file server and edit the files. A standalone has memory in its CPU. It is capable of accessing and editing files from the server. It is also capable of accessing and storing programs and files in its own CPU.

2. A professional technical should be used to install a local area network. She or he has been trained in the technical knowledge needed to follow the installation procedures. Many local area networks have custom hardware and software. A technician is trained in these areas.

Brief problem/Case study

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. __________
2. __________
3. __________
4. __________
5. __________
6. __________
7. __________
8. __________
9. __________
10. __________
11. __________
12. __________
13. __________
14. __________
15. __________

Fill in the Blank

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________
7. ______________________________
8. ______________________________
9. ______________________________
10. ______________________________

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION V

SECTION V		**QUESTION TYPES**				
Unit	**Comp.**	**T/F**	**MC**	**Match**	**Fill-in**	**Essay**
1	1	2-3,4,7,12,14-15	1-3,11-15	1-20	1-4,10	
	2	1,4,6,10-11,13	4-7		5,8	1
	3	7-9	8-10		6,7,9	2
2	1	1,12,14-15	5,11-12,14	2,3,6-7, 12-13,15-25		
	2	2,4-9	2-4,6-8	9-10	2-6,8	1,2
	3	3,10-11,13	1,13		1	
	4	4-5,8-9	3-4,9-10,15	1,4-5,8, 11,14	4-5,7,9-10	2
3	1	2,4,6,8	2-3,5,7-10	2-5,7,9-10	2-5,7,9	1
	2	1,3,5,7,9-10	1,4,6	1,6,8	1,6,8,10	2
4	1	1,4-5,9	1-2,5		5,8-9	1
	2	2,10	6-9	1-15	3-4,6,10	
	3		3-4,10		2,8-9	
	4	3,6,7-8			1,7	2

TRUE AND FALSE

1. The idea of integrated software came about because industry asked for a program to perform several tasks.
2. Lotus 1-2-3 consists of a spreadsheet, database and a word processor.
3. Steven Jobs developed Lotus 1-2-3.
4. A database is almost universal in all integrated software.
5. Project management sections permit data from the database to be sent to another computer.
6. Usually, there are limitations in memory size in integrated software.
7. For home use, the powerful features of the more expensive, professional package might go to waste.
8. Copy protection is not important when selecting a program.
9. If present employees are already proficient in the use of software, the time and expense of training on a new integrated software are reduced.
10. All software makes use of the keyboard function keys.

MULTIPLE CHOICE

1. Packaged programs that permit users to change from one application to another without returning to the operating system is:

A. Multiple software
B. Integrated software
C. Combination software
D. Multi-software

2. The most popular integrated software in business is:

A. WordPerfect
B. WordStar
C. Lotus 1-2-3
D. VisiCalc

3. All of the following are examples of multiple program integration EXCEPT:

A. VisiSpread
B. VisiCalc
C. VisiPlot
D. VisiTrend

4. _____ components are included with integrated software, and the type of components included may vary considerably.

A. 10
B. 2
C. 8-9
D. 3-6

5. One component that is part of virtually all integrated software packages is:

A. Spreadsheet
B. Word processing
C. Graphics
D. Communications

6. One component that allows data entered to be displayed in the form of a chart is:

A. Spreadsheet
B. Word processing
C. Graphics
D. Communications

7. _____ is a component that lets the user do useful tasks such as looking up a phone number without exiting the program.

A. Project management
B. Desktop tools
C. Database
D. Files

8. _____ is/are included in most packages, but often they are less sophisticated than standalones.

A. Desktop tools
B. Database
C. Word processing
D. Spreadsheet

9. Considerations to use when making a decision on which integrated software package to buy include all of the following EXCEPT:

   A. Ease of learning
   B. Cost
   C. Copy protection
   D. Size of reference manual

10. Copy protection of software means:

    A. Protecting data in a spreadsheet
    B. Protecting the program against unauthorized duplication
    C. Protecting the formatting of a letter
    D. Protecting client's financial data in a database.

MATCHING

INSTRUCTIONS: Place the appropriate letter in the blanks provided on the answer sheet.

1. Software composed of 3-6 components.
2. Program which allows managers to sequence complex jobs.
3. Program which places data in rows and columns.
4. Program which permits data to be sent to another computer.
5. Software with separate programs but with the capability of sharing files.
6. Program which displays data by charts.
7. A way to safeguard against unauthorized duplication.
8. Program which edits textual material.
9. Program which lets the user do useful tasks such as finding phone numbers.
10. Program which sorts names and addresses.

A. Copy protection
B. Spreadsheet
C. Graphic modules
D. Word processors
E. Database
F. Desktop tool
G. Communications
H. Project management
I. Multiple program
J. Integrated software

FILL IN THE BLANK

INSTRUCTIONS: Fill in the appropriate word or words in the blanks provided on the answer sheet.

1. ______ are programs which guide the user step by step through the procedures to use a particular type of software.
2. ______ are copies of software that a user can make to replace a damaged disk.
3. ______ is an application of an integrated software program that permit data to be sent from one computer to another.
4. ______ allow users to safeguard their investment by not allowing unauthorized duplication.
5. ______ is the time required to execute routines.
6. A spreadsheet is made up of ______ and ______.
7. ______ refers to packaged programs that permit users to change from one application to another without returning to the operating system.
8. Mitchell Kapor developed ______ which combines the spreadsheet, database, and graphics features.
9. ______ was the spreadsheet program developed for the Apple computer.
10. ______ was the company which developed VisiCalc.

ESSAYS

1. Explain why cost is a factor when considering which integrated software package to use.

2. List 4 components that might be found in integrated software.

   (1)

   (2)

   (3)

   (4)

BRIEF PROBLEM/CASE STUDY

Jacob Montgomery is a clerk in the business office of a local department store. He is taking a computer applications class in the evenings at the local community college. He is learning Lotus 1-2-3 and wants the local department store to purchase a copy for him to use at work. Write a paragraph that might help Jacob explain why Lotus would help him on the job.

TEST ANSWERS

True/False

1. T
2. F
3. F
4. T
5. F
6. T
7. T
8. F
9. T
10. F

Multiple Choice

1. B
2. C
3. A
4. D
5. A
6. C
7. B
8. D
9. D
10. B

Matching

1. J
2. H
3. B
4. G
5. I
6. C
7. A
8. D
9. F
10. E

Fill in the Blank

1. Tutorials
2. Backups
3. Communications
4. Copy protection
5. Operating speed
6. Rows, columns
7. Integrated software
8. Lotus 1-2-3
9. VisiCalc
10. VisiCorp

Essays

1. No one wants to pay more than necessary for any program. Cost should be weighed against your requirements for home use where you might need less powerful features. For business use, the extra cost for a professional package which will be used extensively might be a wise decision.

2.

(1) Spreadsheet

(2) Graphs

(3) Database

(4) Word processor

(5) Communications

(6) Project management

(7) Desktop tools

Brief problem/Case study

Evaluated to the satisfaction of the instructor.

ANSWER SHEET

Matching

1. ________
2. ________
3. ________
4. ________
5. ________
6. ________
7. ________
8. ________
9. ________
10. ________

Fill in the Blank

1. ______________________________
2. ______________________________
3. ______________________________
4. ______________________________
5. ______________________________
6. ______________________________
7. ______________________________
8. ______________________________
9. ______________________________
10. ______________________________

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION VI

SECTION VI		QUESTION TYPES				
Unit	Comp.	T/F	MC	Match	Fill-in	Essay
1	1	1,4	1	1	7	
	2	5-6,8	4-8,10	2-10	1-6	2
	3	2-3,7,9,10	2-3,9		8-10	1

TRUE AND FALSE

1. Altering financial data stored in a computer is a computer crime.
2. Most adults over 50 feel comfortable in matters related to computers.
3. Microcomputer programs are sometimes replaced by updated versions in a matter of months.
4. Once data is entered and stored on the computer, the originator has complete control over its access.
5. The sole purpose of credit bureaus is to grant or deny credit.
6. Plans for a huge national data bank containing information for each citizen were considered a serious threat to personal privacy.
7. Back-up copies are never required for fixed or hard disks.
8. There is no such thing as a computer program without bugs.
9. Hackers generally break through security barriers to use information for personal gain.
10. Confidentiality is important for employees in computer related areas.
11. Computer programs are not protected under copyright laws.
12. Budget planning and checkbook balancing are examples of household management uses of microcomputers.
13. New forms of crime have arisen because of the widespread use of computers.
14. Computers pose no threat to privacy of information.
15. Software publishers attempt to enforce copyright laws by using the honor system.
16. Frequent backup copying is not a good defense against software failure.
17. Backup plans should be developed to prevent hardware problems from crippling a business.
18. Computer hardware breakdowns never occur.
19. Inaccurate information can easily be removed from credit bureau records.
20. When computers are used to process data, control is less certain.

MULTIPLE CHOICE

1. Identify the statement which is not an effect of computers on society?

   A. Computer crime
   B. Slow change
   C. Dependency
   D. The nameless society

2. The fact that computer failure can cripple our lives is referred to as:

   A. Dependency
   B. Privacy
   C. Slow down
   D. None of the above

3. Computer information on the job must remain the property of:

   A. The employee
   B. The customer
   C. The employer
   D. None of the above

4. Loss of data can occur due to:

   A. Industrial sabotage
   B. Hardware failure
   C. Carelessness of employees
   D. All of the above

5. Computer systems are made up of:

   A. Hardware
   B. Software
   C. People
   D. All of the above

6. Most legal and ethical issues related to computer use relate to:

   A. Who owns data
   B. Who owns programs
   C. Who processes data
   D. Who writes programs

7. When an unauthorized person uses passwords to gain information for personal gain it is called:

   A. Data retrieval
   B. Data entry
   C. Data spying
   D. Data processing

8. Leisure activities for computer use include:

   A. Games
   B. Hobbies
   C. Creative activities
   D. All of the above

9. Components of a data processing system which affect computer reliability include:

A. Hardware
B. Software
C. People
D. All of the above

10. Ways in which microcomputers can be helpful household management tools include:

A. Personal address and phone lists
B. Hobby programs
C. Synthetic music
D. Computer art and design

11. Microcomputers are used to gain illegal access to data through:

A. Modems
B. Passwords
C. Both A and B
D. None of the above

12. Disadvantages of using numbers rather than names for identifications include:

A. Speed of identifications
B. Resentment of people (individuals)
C. Lack of reliability
D. No problem with duplicate names

13. Fears caused by the rapid changes in the computer field include:

A. Inadequate equipment
B. Outdated software
C. Obsolete skills
D. All of the above

14. Private or secret data causes a problem when put on computers because of:

A. Confidentiality
B. Programming
C. Reliability
D. None of the above

15. Which of the following is not a legal or ethical issue?

A. Data spying
B. Hackers
C. Data banks
D. Copyright laws

16. Balancing a checkbook on the microcomputer is a type of:

A. Hobby
B. Game
C. Household management
D. Creative activity

17. An example of a leisure activity on the computer is:

A. Programming
B. Games
C. Data banks
D. All of the above

18. In computer circles, the "nameless society" refers to:

A. Lost data
B. Data spying
C. Software programs
D. Identification by a number

19. Computer dependency is evident in:

A. Retail stores
B. Police department
C. Airline reservations
D. All of the above

20. Copyright laws are difficult to enforce because of:

A. Ease of copying disks
B. Programs to break copy protection
C. Both A and B
D. None of the above

ANSWERS

True and False

1. T
2. F
3. T
4. F
5. F
6. T
7. F
8. T
9. F
10. T
11. F
12. T
13. T
14. F
15. T
16. F
17. T
18. F
19. F
20. T

Multiple Choice

1. B
2. A
3. C
4. D
5. D
6. A
7. C
8. D
9. D
10. A
11. C
12. B
13. D
14. A
15. C
16. C
17. B
18. D
19. D
20. C

TRUE AND FALSE

1. Learning and retraining are major components of a career with computers.
2. Data input and output positions require a high level of computer confidence.
3. Experience is a beneficial entry requirement for microcomputer related fields.
4. A terminal operator is similar to a data entry operator.
5. The most visible programming position is as systems programmer.
6. A systems analyst is a low-level job category.
7. A systems programmer concentrates on the computer itself.
8. A microcomputer specialist was one of the first computer job categories.
9. The primary duty of the data clerk is recordkeeping.
10. There is a low turnover rate in the computer industry.

MULTIPLE CHOICE

1. Computer-related jobs include:

A. Applications programmer
B. Systems programmer
C. Both A and B
D. None of the above

2. Console operators are a type of:

A. Computer programmer
B. Computer operator
C. Computer technician
D. Data clerk

3. A specialist position which requires advanced knowledge of data organization and storage is:

A. Data communications specialist
B. Database managers
C. Microcomputer specialist
D. Systems analyst

4. A keypunch operator is now called a:

A. Data entry operator
B. Console operator
C. Terminal operator
D. All of the above

5. Which of these jobs often begins in the electronics field?

A. Peripheral operator
B. Systems analyst
C. Database manager
D. Computer technician

6. Who is responsible for managing a computer network?

A. Data communications specialist
B. Database manager
C. Microcomputer specialist
D. All of the above

7. The highest paid computer position is:

A. Computer technician
B. System programmer
C. Computer sales
D. Database manager

8. Applications and hardware must be considered by the:

A. Systems programmer
B. Software developer
C. Console operator
D. Computer technician

9. The person in charge of magnetic media is the:

A. Terminal operator
B. Librarian
C. Data clerk
D. Word processor

10. The _____ is responsible for changing ribbons and tapes, and works primarily in a large shop.

A.	Peripheral operator	C.	Librarian
B.	Console operator	D.	None of the above

ANSWERS

True and False

1. T
2. F
3. T
4. T
5. F
6. F
7. T
8. F
9. T
10. F

Multiple Choice

1. C
2. B
3. B
4. A
5. D
6. A
7. C
8. B
9. B
10. A

COMPETENCY MATRIX OF TEST BANK QUESTIONS

SECTION VII

SECTION VII		QUESTION TYPES				
Unit	**Comp.**	**T/F**	**MC**	**Match**	**Fill-in**	**Essay**
1	1	5,20-	1.19			
	2	2,12	8,10,16-17			
	3	6,10,14	3,11,20			
	4	1,9,13,19	6,7,13,15			
	5	3-4,7-8,11, 15-18	2,4-5,9,12, 14,18			
2	1	4-8	1-2,4-7,9			
	2	9,10	3,8,10			
	3	1-3,9-10				

COMPLIANCE STATEMENT

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281, FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

(1) acceptance policies on student transfers from other school districts;

(2) operation of school bus routes or runs on a non-segregated basis;

(3) nondiscrimination in extracurricular activities and the use of school facilities;

(4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;

(5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;

(6) nondiscriminatory practices relating to the use of a student's first language; and

(7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by a citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, Department of Health, Education and Welfare.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiation, the sanctions required by the Court Order are applied.

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the Texas Education Agency to comply fully with the nondiscrimination provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age, or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). The Texas Education Agency makes positive efforts to employ and advance in employment all protected groups.